



CHIPOLA COLLEGE

COURSE SYLLABUS

COURSE TITLE:

INTRODUCTION TO PRESENTATION GRAPHICS

COURSE NUMBER:

CGS 1525

COURSE DESCRIPTION:

An introduction to the use of presentation software on microcomputers. Covers the process of planning a presentation, presentation design principles, and the use of software to create effective graphics to support business presentations. 2 semester hours credit. [A]

PREREQUISITES:

CGS 1060 or consent of department

NAME OF INSTRUCTOR:

Nancy Burns

DATE OF LATEST REVISION:

October 24, 2006

REQUIRED TEXTBOOKS: (Please include title, author, publisher, edition & ISBN)

Microsoft Office PowerPoint2003 Comprehensive Concepts and Techniques Course card edition. Shelly, Cashman, Sebok. Thomson/Course Technology. 2004

Microsoft Producer 2003: Essential Concepts and Techniques. Shelly, et al. Thomson/Course Technology. 2006

REQUIRED HARDWARE / SOFTWARE

A computer with the following software:

- Windows (XP strongly recommended; 98/NT/Me/2000 are acceptable)
- Internet Explorer or other web browser (IE 6.0 or higher)
- Microsoft PowerPoint2003, a part of the Office 2003 suite.
- Media for transporting files—eg., USB drive or 3.5" high-density IBM/Windows-compatible diskettes

Note: Computers with this configuration are available in on-campus labs. Tech Center (upstairs in library) is available most weekdays and evenings; check the library for exact hours of operation. **Students planning to complete assignments using off-campus computers must provide their own software.** The instructor can provide information about educational discount pricing available to students.

GRADING POLICIES:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

- A – 100 – 93
- B – 92 – 83
- C – 82 – 70
- D – 69 – 60
- F – 59 or less

See your First Day Handout for individual instructor practices.

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

DISCIPLINE-SPECIFIC (TECHNOLOGY) COMPETENCIES / LEARNING OUTCOMES:

CGS 1525 is not a General Education Core course. However, it does address several competencies in the Technology Area.

T-1 Use a computer to create, save, copy, and print files.

T-2 Access and use appropriate software in the content area.

T-4 Use E-mail to create, send, and retrieve messages, including those with attachments.

STUDENT LEARNING OUTCOMES/OBJECTIVES FOR CGS 1525:

See chart, last page.

MEANS OF ACCOMPLISHING OUTCOMES:

- Read and study assigned material from the text;
- Complete practice exercises and daily assignments and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes, in-class projects, and exams.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through www.linccweb.org and www.netlibrary.com. Library hours are posted each semester at the building entrance.

Chipola's website is located at www.chipola.edu.

See your First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

ASSIGNMENT SCHEDULE:

See your Syllabus Supplement for individual instructor assignment schedule.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

See your Syllabus Supplement for individual instructor or department-specific attendance and withdrawal policy.

MAKE-UP POLICY:

Chipola allows each instructor to specify in the instructor handout the makeup policy.
See your Syllabus Supplement for individual instructor makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty in the college community; and
- 3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LINKING COURSE-LEVEL LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES AND ASSESSMENT METHODS

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CGS 1525	COLLEGE-LEVEL AND DISCIPLINE- SPECIFIC GENERAL EDUCATION COMPETENCIES*	ASSESSMENT METHODS ** USED BY INSTRUCTOR
The student will be able to:		
plan, prepare and create presentations		LA, PROJ
recognize and use principles of good design and color		LA, PROJ
use clip art, word art, AutoShapes, and drawing tools	T1, T2	SD, LA, PROJ
incorporate tables and charts into a presentation	T1, T2	SD, LA, PROJ
include hyperlinks to other slides, other documents, or Web resources	T1, T2	SD, LA, PROJ
view, prepare and print presentations	T1, T2	SD, LA, PROJ
integrate Word and Excel documents into PowerPoint	T1, T2	LA, PROJ
edit and save master templates	T1, T2	SD, LA, PROJ
customize a slide show with transitions, animations, and sounds	T1, T2	SD, LA, PROJ
create meeting minutes and action items slides	T1, T2	SD, LA, PROJ
set slide timings	T1, T2	LA, PROJ
make a self-running presentation	T1, T2	LA, PROJ
publish a presentation as a series of Web pages	T1, T2	SD, LA, PROJ
prepare slides for publication on 35 mm media	T1, T2	LA, PROJ
set up presentation conferencing	T1, T2	SD, LA, PROJ
save a presentation for transporting off site.	T1, T2	LA, PROJ
send files to instructor via e-mail	T4	SD

**Assessment Method Codes			
OT = Objective Tests	LA = Lab Assignments	SD = Skills Demonstration	PROJ = Projects

* For a list of Chipola's College-Level Competencies, see www.chipola.edu.