Piedmont Technical College

Course Information Sheet

Course Title: Presentation Graphics

Course Prefix/Number: IST 281

COURSE-SPECIFIC GRADE CALCULATION
Advanced notification of any changes will be provided to the student.

Each assignment, except the proctored assessment, will be worth 100 points. The proctored assessment will be worth 300 points so that it is a high-stakes assessment in the course. There will be approximately 3,400 points possible throughout the semester. Final grades will be determined by dividing the student’s total points by the total points possible in the course.

EXPLANATION OF SPECIFIC PROCTORED EXAM INFORMATION
A capstone project covering modules 1-2 will be the proctored assessment for students in the course. It will be worth 300 points and will count as approximately 9% of the final grade in the course.

LAB/CLASSROOM SAFETY STATEMENT
Piedmont Technical College Laboratory Safety Statement: Lab Safety Statement (www.ptc.edu/courseinfo/safety.pdf)

Classroom Safety Statement:
N/A

COURSE CONTENT OVERVIEW
Advanced notification of any changes will be provided to the student.

Modules/Units

Module/Unit 1

Competencies:
Students will plan and prepare a basic PowerPoint presentation.
**Module/Unit 2**

Competencies:
Students will format a presentation to add visual interest and clarity. They also will enhance presentations with media and special effects.

**Module/Unit 3**

Competencies:
Students will apply advanced formatting to objects, including various shapes, WordArt, SmartArt graphics.

**Module/Unit 4**

Competencies:
Students will apply advanced animations to slide objects and will distribute presentations in other document formats.

**Module/Unit 5**

Competencies:
Students will integrate PowerPoint with other programs, such as Word and Excel.

**Module/Unit 6**

Competencies:
Students will customize presentations, including modifying the slide master, modifying list styles, creating custom theme fonts and colors, and creating a custom show.