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 will be worth 100 points. 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
An exam covering Chapter 2 will be the proctored assessment for students in the online section of 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 OUTLINE
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 WordArt and SmartArt graphics.

**Module/Unit 3**

Competencies:
Students will customize a presentation with animation and video and include data in tables and charts.

**Module/Unit 4**

Competencies:
Students will modify master slides and review, compare, combine, and protect presentations.

**Module/Unit 5**

Competencies:
Students will edit and format pictures and add sound to a presentation. They also will create and edit a photo album and crop pictures.

**Module/Unit 6**

Competencies:
Students will apply slide transitions and custom animation effects. They also will insert hyperlinks, create custom slide shows, and view presentations.