

**ITSW 1310
Introduction to Presentations**

Western Texas College

- I. Basic Course Information
 - A. Course Description: Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development
 - B. Required Prerequisite: None
- II. Student Learning Outcomes
 - A. Identify presentation media terminology and concepts; create presentations using text, visual and/or sound elements; use effective compositions and style; prepare presentations for distribution on computers or other media; and modify sequence and slide master.
- III. Testing Requirements
 - A. The final exam must be proctored. (ask your instructor for more details)
 - B. Students will be allowed to use the one sheet study sheet provided by instructor for the final exam
- IV. Major Course Requirements
 - A. Lab Assignments 45%
 - B. Attendance 20%
 - C. Final 35%
- V. Information on Books
 - A. Required Book: MyLab IT with Pearson eText -- Access Card -- for GO! with Microsoft Office 365, 2019 Edition, ISBN 9780135651261.
- VI. Other Policies, Procedures and important dates. Please refer to the [WTC Catalog](#) for the following:
 - A. Campus Calendar
 - B. Final Exam Schedule
 - C. How to drop a class
 - D. Withdrawal Information
 - E. Student Conduct/Academic Integrity
 - F. Class Attendance
 - G. Student with disabilities
- VII. Course Content

	Logon instructions for MYITLAB & getting started with labs
Chapter 1	Getting Started with Microsoft PowerPoint
Chapter 2	Formatting PowerPoint Presentations
Chapter 3	Enhancing a Presentation with Animation, Video, Tables, and Charts
Chapter 4	Formatting a Presentation Using Slide Masters, and Reviewing, Comparing, Combining, and Protecting Presentations

Chapter 5	Applying Advanced Graphic Techniques and Inserting Audio and Video
Chapter 6	Delivering a Presentation
Review	
Final	

***Disclaimer: Assignments due to change by instructor

Last Modified: August 19, 2019