

**Tompkins Cortland Community College**  
**Master Course Syllabus**

**Course Discipline and Number: CAPS 141**  
**Course Title: Presentation Software**

**Year: 2020-2021**  
**Credit Hours: 1**

*Attendance Policy: To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

*Services for Students with Disabilities: It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

### **Course Description**

An introduction to the operation and uses of presentation software. Topics parallel the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in PowerPoint and include creation of a presentation, insertion and modification of text, insertion and modification of visual elements, modification of presentation formats, customizing slide formats, printing presentations, working with data from other sources, management and delivery of presentations, and workgroup collaboration. Students taking this course in an online format should have access to a computer with PowerPoint. Prerequisites: RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and ENGL 100 if required by placement testing; familiarity working in a Microsoft Windows environment is recommended. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

### **Course Context/Audience**

This is an introductory course in the use of electronic presentation software that can be used to satisfy a CAPS elective requirement.

### **Basic Skills/Entry Level Expectations**

**Writing:** WC College level writing skills are required. See course co-requisites or pre-requisites.

**Math:** M3 Taking MATH 095 (if needed) – Course requires the use of basic mathematical skills plus very limited basic algebra skills.

**Reading:** R4 Before taking this course, students must satisfactorily complete RDNG 116 or have assessment indicating that no reading course was required.

### **Course Goals**

1. Students will learn the basic uses of presentation software and become familiar with the basic functions.
2. Students should be able to launch a presentation software application, create a presentation that incorporates basic functions and styles, and modify and customize presentations.

## Course Objectives/Topics

Objective/Topic	# Hours
Creating a Presentation a) Create presentations (manually and using automated tools) b) Add slides to and delete slides from presentations c) Modify headers and footers in the Slide Master	2 Hours
Inserting and Modifying Text a) Import text from Word b) Insert, format, and modify text	2 Hours
Inserting and Modifying Visual Elements a) Add tables, charts, clip art, and bitmap images to slides b) Customize slide backgrounds c) Add Office Art elements to slides d) Apply custom formats to tables	3 Hours
Modifying Presentation Formats a) Apply formats to presentations b) Apply animation schemes c) Apply slide transitions	2 Hours
Customize slide formats a) Customize slide templates b) Manage a Slide Master c) Rehearse timing d) Rearrange slides e) Modify slide layout f) Add links to a presentation	2 Hours
Printing Presentations a) Preview and print slides, outlines, handouts, and speaker notes	1 Hour
Working with Data from Other Sources a) Import Excel charts into slides b) Add sound and video to slides c) Insert Word tables on slides d) Export a presentation as an outline	3 Hours
Managing and Delivering Presentations a) Set up slide shows b) Deliver presentations c) Manage files and folders for presentations d) Work with embedded fonts e) Publish presentations to the Web Use Pack and Go	3 Hours
Workgroup Collaboration a) Set up a review cycle b) Review presentation comments c) Schedule and deliver presentation broadcast	2 Hours

## General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> <li>➤ develop meaningful questions to address problems or issues</li> <li>➤ gather, interpret, and evaluate relevant sources of information</li> <li>➤ reach informed conclusions and solutions</li> <li>➤ consider analytically the viewpoints of self and others</li> </ul>	Not addressed

<b>SOCIAL/GLOBAL AWARENESS OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> <li>➤ Students will begin to understand how their lives are shaped by the complex world in which they live.</li> <li>➤ Students will understand that their actions have social, economic and environmental consequences</li> </ul>	Not addressed

### Instructional Methods

The class is designed to be taught over five weeks in a lecture/lab format with approximately 2 hours per week of lecture and 2 hours of lab. The instructor should interact with student and assist them with problems they may have in completing the assignments.

Web-based sections require that the instructor is available for questions and student interaction. Instructors should post and maintain regular "virtual" office hours each week when they can respond to student questions.

### Methods of Assessment/Evaluation

Method	% Course Grade
Lab Problems/Exercises	40 - 60%
Quizzes (optional)	>= 20%
Final Exam	40 - 50%

### Text(s)

Microsoft PowerPoint 2003 (Advantage Series), Glen Coulthard and Sarah Hutchinson-Clifford, Introductory Edition, © 2004 McGraw-Hill.

### Bibliography

PowerPoint 2003, Specialist (Benchmark Series), Rutkosky, Nita H, © 2004: EMC/Paradigm Publishing.

Microsoft Office PowerPoint 2003, Comprehensive Concepts and Techniques, Coursecard edition, Gary B. Shelly, Thomas J. Cashman, and Susan L. Sebok, © 2005: Course Technology.

Microsoft Office PowerPoint 2003, A Professional Approach. Hinkle, Deborah, 2004: McGraw Hill Pub. Co.

### Other Learning Resources

<b>Audiovisual</b> No resources specified
<b>Electronic</b> Mous.net Internet site for Microsoft Office User Specialist Testing
<b>Other</b> No resources specified