**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: GRPH 1048

Course Title: Multimedia Presentations

Credit Hours: 3

Prerequisites: Microcomputer Applications I

Division/Discipline: Business Technologies

Course Description: This course is designed to let the student experience multimedia technology. The student’s ability to communicate information is directly related to their success as a professional. Multimedia can help them increase the effectiveness of presentations by incorporating text, graphics, sound, animation and video.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

## Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

## Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

## The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

## Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

# This course is designed for students who wish to prepare for the technological workforce. This course is not designed for transfer, but the course may be accepted as an elective at some institutions. This course transfers to some Kansas Regent Universities, and may be used to help fulfill program requirements. Please see attached syllabus addendum.

# The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. It is the student's responsibility to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

A. Identify the proper techniques to giving an oral presentation.

1. Create output by printing slides in a variety of formats, printing audience handouts, and speaker notes.

2. Deliver a presentation by starting, navigating, and printing a slide show.

B. Demonstrate how to create, edit, save, and print a presentation.

1. Create a presentation in a variety of ways; navigate the presentation and save it.

2. Modify a presentation either by editing the content or formatting the slides, including changing the Slide Master.

3. Demonstrate how to import text from a Word outline and change specific text features such as font and alignment, and use the Clipboard and Format Painter features when appropriate.

4. Demonstrate how to add visual elements (clipart) to a slide and be able to modify them.

5. Customize a presentation by adding auto number bullets, graphical bullets, speaker notes, slide transitions, and text and object animations.

6. Manage presentation files by saving changes, saving as a new publication, publishing a presentation that includes hyperlinks to the Web, and sending a presentation via e-mail.

C. Discuss how presentations are vital to a business.

1. Explain multimedia and its importance in business and industry, education, entertainment, government and politics and medicine.

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

# **COURSE OUTLINE**

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