

Global Learning Semesters

Course Syllabus

Course: OFAD-111 Presentation Graphics

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-111	Presentation Graphics	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-112, CTEC-153
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

Students will learn and be able to demonstrate the ability to select, use, construct, implement and interpret text, graphics, data, line art and photographs to produce professional-looking documents.

Prerequisites

OFAD-112, CTEC-153

Topic Areas

1. Select package appropriate to task.
2. Extract figures from information to produce graphical representation.
3. Produce a logo.
4. Import and manipulate graphic images.
5. Create and manipulate graphic shapes.
6. Create drawings.
7. Create slides.
8. Combine slide.
9. Enable transitions.

Readings and Resources

Required Textbook

- How to Pass Practical computing Pam Smith, T Jacqueline Appleton LCCIEB ISBN 1-862-47031-6.