

COURSE SYLLABUS

Presentation Graphics Using OpenOffice.org *Impress*

Winter/Spring 2010

INSTRUCTOR: Art Morissette

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PREREQUISITE(S): Successfully demonstrated knowledge and/or successful completion of the following course(s):
Introduction to Computing
Window Basics

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

This class will introduce the OpenOffice.org software, Impress, a FREE and full-featured presentation graphics application comparable to Microsoft Office PowerPoint. Students will learn concepts and techniques for using Impress to create effective presentations. They will learn how to create, format, edit and enhance slides, add visual elements and assemble them into effective presentations. They will also learn to print, and save presentations in different formats.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, demonstration, hands-on computer use related to the course and student demonstration of course related tasks.

C. COURSE OBJECTIVES

Objective 1: Students will successfully demonstrate the use of the Open Office suite presentation graphics application (**Impress**) by creating and enhancing a basic presentation.

Objective 2: Students will successfully demonstrate the process of editing slide text and inserting visual elements.

Objective 3: Students will successfully demonstrate the process of saving presentations in different formats.