

Course Information

Distance Learning Course: CTS 125.71 Presentation Graphics

Course format: Internet

Textbook: Benchmark Series: PowerPoint 2013: ISBN 978-0-76385-592-5

Course Prerequisites/ Corequisites: CIS 110 or CIS 111

Instructor Information	
Name	Staff
Office phone number	336-599-1181
E-mail address	
Office location	
Office hours	

Types of Required Assignments	Frequency of Assignment
Class Labs	More than 20
Discussion Forums	13
Projects	0
Tests/Exams	More than 20
Quizzes	0
Journal Entries	0
Writing Assignments	0
Other	0

Course Policies and Requirements	Hours
Average number of hours per week to be successful in a 12 to 16 week course	10
Average number of hours per week to be successful in a 8 week course	
Number of proctored exams required in this course	0
Number of times a student will need to travel to campus	0

Additional attendance requirements: Need to attend 80% of the course even though the course is online.

Policy on make-up exams and/or late assignments for this course: No late work or make-up work accepted unless of an emergency.

Software/Technical Requirements	
Do assignments require the use of supplements bundled with the text book?	Yes, Data Files
Is additional software required?	Yes, Microsoft Office 2013 suite

Additional comments: The textbook should be purchased from the PCC Bookstore because it is bundled with a trial version of Microsoft Office 2013 suite.