

Master Syllabus

BIS 1240 - Presentation Software

Division: Business and Public Services

Department: Business Information Systems

Credit Hour Total: 2.0 **Lecture Hrs:** 2.0

Prerequisite(s): BIS 1120 OR BIS 1221

Date Revised: November 2015

Course Description:

Beginning to advanced presentation software techniques including editing and formatting presentations, fundamentals of effective presentations, transitions, animations, multimedia content, advanced navigation tools and master and template modification.

General Education Outcomes:

- ▣ Values/Citizenship/Community Competency
- ▣ Computer Literacy Competency
- ▣ Critical Thinking/Problem Solving Competency
- ▣ Information Literacy Competency

Course Outcomes:

Presentation Creation and Editing

Create and edit presentation files.

Assessment Method: Locally developed exams
Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations
Performance Criteria:

Score of 75% or higher on assignments.

Transitions, Animations, and Multimedia Content

Create presentations that use transitions, animations, and multimedia appropriately to add visual interest and appropriate emphasis.

Assessment Method: Locally developed exams
Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations
Performance Criteria:

Score of 75% or higher on assignments.

Presentation Design

Design presentations that hold the viewer's interest, organize information appropriately, and follow principles of graphic design.

Assessment Method: Locally developed exams
Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations
Performance Criteria:

Score of 75% or higher on assignments.

Advanced Navigation Tools

Add advanced navigation tools to presentations that allow branching, internal navigation, and external content in presentations.

Assessment Method: Locally developed exams
Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations
Performance Criteria:

Score of 75% or higher on assignments.

Master and Template Modification

Modify templates and masters to customize presentations.

Assessment Method: Locally developed exams
Performance Criteria:

Score of 75% or higher on exams.

Assessment Method: Simulations
Performance Criteria:

Score of 75% or higher on assignments.

Outline:

Presentation creation and editing

Presentation design

Transitions, animations, and multimedia content

Advanced navigation tools

Master and template modification