Sinclair Community College
444 E. Third St.
Dayton, OH 45402

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

Date Revised: October 2012

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
- Computer Literacy
- Critical Thinking/Problem Solving
- Information Literacy

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