

## 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

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### 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