Washtenaw Community College Comprehensive Report

BOS 207 Presentation Software Applications
Effective Term: Winter 2014

Course Cover

Division: Business and Computer Technologies
Department: Business Office Systems
Discipline: Business Office Systems
Course Number: 207
Org Number: 13310
Full Course Title: Presentation Software Applications
Transcript Title: Presentation Software Apps
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Course Change
Change Information:
   Consultation with all departments affected by this course is required.
   Course description
   Outcomes/Assessment
   Objectives/Evaluation
Rationale: Update description, outcomes and objectives.
Proposed Start Semester: Winter 2013
Course Description: In this course, students are introduced to presentation software concepts and applications using Microsoft PowerPoint in a Windows operating system environment. Skills and concepts include creating, editing, formatting, and enhancing presentations; adding graphics and multimedia; using embedded elements to enhance a slide show; and delivering presentations. Applying presentation software concepts and functions to business environments is stressed. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm.

Course Credit Hours

Variable hours: No
Credits: 2
Lecture Hours: Instructor: 30 **Student:** 30
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 30 **Student:** 30
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math
Requisites
General Education
Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Evaluate targeted audience and determine the proper scope of the subject matter for a given presentation.
   Assessment 1
   Assessment Tool: Final Presentation
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Scored using a rubric
   Standard of success to be used for this assessment: 75% of students will score 75% or higher.
   Who will score and analyze the data: Departmental Faculty

2. Combine text, color, graphics and other media sources to create slide presentations using professional presentation software.
   Assessment 1
   Assessment Tool: Final Presentation
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Scored using a rubric
   Standard of success to be used for this assessment: 75% of students will score 75% or higher.
   Who will score and analyze the data: Departmental Faculty
   Assessment 2
   Assessment Tool: Practical Exam
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Checklist
   Standard of success to be used for this assessment: 75% of students will score 75% or higher.
   Who will score and analyze the data: Departmental Faculty

3. Produce effective handouts and flyers using professional presentation software.
   Assessment 1
   Assessment Tool: Final Presentation
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Scored using a rubric
   Standard of success to be used for this assessment: 75% of students will score 75% or higher.
   Who will score and analyze the data: Departmental Faculty
   Assessment 2
   Assessment Tool: Practical Exam
   Assessment Date: Fall 2013
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: All students
   How the assessment will be scored: Checklist

Standard of success to be used for this assessment: 75% of students will score 75% or higher.
Who will score and analyze the data: Departmental Faculty

4. Use professional presentation software to communicate clearly and convincingly.
Assessment 1
Assessment Tool: Final Presentation
Assessment Date: Fall 2013
Assessment Cycle: Every Three Years
Course section(s)/other population: All sections
Number students to be assessed: All students
How the assessment will be scored: Scored using a rubric
Standard of success to be used for this assessment: 75% of students will score 75% or higher.
Who will score and analyze the data: Departmental Faculty

Course Objectives

1. Create, save, and edit a PowerPoint presentation.
   Matched Outcomes
2. Identify goals of presentations using professional presentation software and how they impact the form and format of a presentation.
   Matched Outcomes
3. Recognize factors that influence an audience's understanding of a presentation and how presentation software can be used to enhance their comprehension and retention of information.
   Matched Outcomes
4. Recognize common standards for development of effective slides such the number of levels, bullets and graphics.
   Matched Outcomes
5. Copy and paste text holders, templates, and content from other presentations.
   Matched Outcomes
6. Apply consistent background and theme colors.
   Matched Outcomes
7. Customize colors and effects within the PowerPoint presentation and slide masters.
   Matched Outcomes
8. Draw shapes, insert and enhance images, and apply layering and grouping techniques to objects.
   Matched Outcomes
9. Create photo albums, tables, charts, and SmartArt graphics.
   Matched Outcomes
10. Create slides demonstrating the appropriate use of animation and multimedia effects.
    Matched Outcomes
11. Prepare the presentation for delivery through slide shows, electronic distribution, and interactive kiosk modes.
    Matched Outcomes
12. Identify the different types of handouts available from professional presentation software and recommend uses based on audience, type of presentation and complexity of slides.
    Matched Outcomes
13. Prepare and give an in-class presentation that uses software features appropriate to the subject and audience.
    Matched Outcomes

New Resources for Course
Course Textbooks/Resources

Textbooks
Manuals
Periodicals

Software
Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Joyce Jenkins	*Faculty Preparer*	*Mar 11, 2013*
Department Chair/Area Director:		
Joyce Jenkins	*Recommend Approval*	*Mar 11, 2013*
Dean:		
Rosemary Wilson	*Recommend Approval*	*Mar 21, 2013*
Vice President for Instruction:		
Bill Abernethy	*Approve*	*Apr 25, 2013*