JEFFERSON COLLEGE  
COURSE SYLLABUS  

BIT240  
PRESENTATION SOFTWARE APPLICATIONS  

2 credit hours  

Prepared by:  
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Career and Technical Education  
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BIT240 PRESENTATION SOFTWARE APPLICATIONS

I. CATALOG DESCRIPTION

A. Prerequisite: BIT 238 Word Processing Applications II

B. 2 credit hours

C. Presentation Software Applications includes presentation and application of advanced functions of current presentation software. Topics include create effective graphic presentations, organize and outline content of presentation, format text and graphics, apply tools, correctly chart/graph information, change color schemes, and create customized templates. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

1. Student will create and modify business presentation projects In-class exam, quizzes, in-class projects, chapter review questions

2. Student will save and print presentations in varying formats In-class exam, in-class projects

3. Student will add visual elements to presentations In-class exam, homework and/or quizzes, in-class projects

4. Student will modify presentations by importing and exporting data In-class exam, homework and/or quizzes, in-class projects

5. Student will customize presentations and create slide shows Homework and/or quizzes, in-class projects and presentations

6. Students will create output and deliver presentations In-class exam, homework and/or quizzes, in-class projects and presentations

7. Students will link and embed objects and files in presentations In-class exam, homework and/or quizzes, in-class projects

III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Creating and Modifying a Presentation and Using Help

1. Editing, inserting, deleting, and rearranging slides
2. Completing a Spelling Check and Using Thesaurus
3. Organizing slides
4. Previewing a presentation
5. Using help
B. Formatting Slides

1. Formatting text manually and formatting text with a Slide Master
2. Using and changing design templates
3. Formatting slide color schemes and using Format Painter
4. Formatting with bullets and numbers
5. Inserting headers and footers
6. Adding speaker notes

C. Adding Visual Appeal and Animation to Presentations

1. Formatting using the drawing toolbar
2. Drawing an object
3. Creating AutoShapes
4. Selecting, cutting, copying, and pasting objects
5. Sizing and formatting objects
6. Displaying ruler, guide lines and grid lines
7. Inserting images in a presentation
8. Adding animation effects to a presentation

D. Adding Visual and Enhancement Elements to a Presentation

1. Creating WordArt
2. Working with a variety of charts, diagrams, and images
3. Adding audio/video and linked/embedded objects

IV. METHODS OF INSTRUCTION

A. Lectures to introduce concepts and techniques
B. Exercises and assessments to test understanding
C. Handouts to supplement learning opportunities
D. Demonstrations through the use of Smart Board
E. Library and Internet research

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION

VI. REQUIRED MATERIALS (STUDENT)

USB portable storage device, binder, paper, pen
VII. SUPPLEMENTAL REFERENCES

None

VIII. METHOD OF EVALUATION

A. Class activities and homework assignments 35%
B. Test 30%
C. Power Point presentation 30%
D. Attendance 5%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.