AIS 074: PRESENTATION SOFTWARE

Originator
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Justification / Rationale
This proposal is due to research, trainings, program faculty, and Advisory Committee suggestions. We need to reorganize to expand our presentation software teaching to include Microsoft and Google as well as an exploration of other presentation software out there. For example, Prezi and Canva, but there are others to explore as well.

Effective Term
Fall 2023

Credit Status
Credit - Degree Applicable

Subject
AIS - Applications and Information Systems

Course Number
074

Full Course Title
Presentation Software

Short Title
PRESENTATION SOFTWARE

Discipline

Disciplines List
Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Computer Information Systems (Computer network installation, microcomputer technology, computer applications)

Modality
Face-to-Face
100% Online
Hybrid

Catalog Description
This course provides common concepts and practical applications of creating effective slide presentations using different presentation software. Students receive instruction and practice in creating presentations with pictures, shapes, transitions, and animations; evaluation of presentation effectiveness; technology of packaging presentations and portability across multiple mediums.

Schedule Description
Creating effective slide presentations. Advisory: AIS 005

Lecture Units
2
Lecture Semester Hours
36

Lab Units
1
Lab Semester Hours
54

In-class Hours
90

Out-of-class Hours
72

Total Course Units
3

Total Semester Hours
162

Prerequisite Course(s)
Advisory: AIS 005

Required Text and Other Instructional Materials

Resource Type
Web/Other

Open Educational Resource
No

Year
2022

Description
Author: TestOut Corporation
Publisher: TestOut Corporation
Platform eBook Title: TestOut Microsoft Office Library, 978-1-935080-80-0
*Special ISBN issued for eBook and online resources package.
Online resources integrated with the e-textbook including online virtual computer labs which allow students to practice, explore and try different solutions using a simulated labs, assignments, and projects.
There are no additional paid software subscriptions required.

Class Size Maximum
35

Entrance Skills
Familiarity with computers and software to be able to find and save documents.

Requisite Course Objectives
AIS 005-Demonstrate the ability to email, save, and retrieve documents
AIS 005-Understand basics about computers and their role in business
AIS 005-Understand the basics about computers and their role in business
AIS 005-Create basic electronic presentation slides
AIS 005-Demonstrate the ability to send and manage messages, save and retrieve documents, manage and create groups, work with a calendar

Course Content
- Effective Slides
- Creating and Managing Presentations
- Formatting Textual Content
- Designing Slides
- Using a Slide Master
- Formatting Tables and Charts
- Formatting Pictures and Other Media
- Applying Animations and Transitions
- Delivering Presentations
- Effective Slides
- Exploring and Experiencing Multiple Slide Software

Lab Content

Creating and Managing Presentations
- Create and Manage Slides
- Reorganize Slides
- Using a Template

Formatting Textual Content
- Format Class Presentation Using Textual Content

Designing Slides
- Design Slides
- Design Presentations

Using a Slide Master
- Create a New Slide Master Layout

Formatting Tables and Charts
- Format a Report with Textual Content
- Modify a Table

Formatting Pictures and Other Media
- Format a Presentation Using Pictures and Other Media

Applying Animations and Transitions
- Apply &/or Add Animations and Transitions to a Presentation

Delivering Presentations
- Prepare for a Presentation
- Deliver a Presentation

Course Objectives

	Objectives
Objective 1	Summarize what makes a slide effective.
Objective 2	Create, manage, reorganized slides from scratch and from a template.
Objective 3	Design slides and presentations using text, pictures, tables, charts, and transitions.
Objective 4	Demonstrate use of Slide Master, SmartArt, and Shapes.
Objective 5	Create additional tools using slide software such as flyers and banners.
Objective 6	Research, try, compare, and contrast multiple slide software.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Compare and contrast multiple types of slide presentation software.
Outcome 2	Create and present an effective slide deck.
Outcome 3	Create an effective flyer using slide presentation software.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Laboratory	Simulated common slide software labs will be used for the solid practice at creating slides and presentations.
Lecture	Concepts and critical thinking topics as well as demonstrations.
Demonstration, Repetition/Practice	Demonstration through presentations and practice through simulated lab exercises.
Technology-based instruction	Simulated common slide software will be used for the solid practice at creating slides and presentations.
Discussion	Discussion questions to develop critical thinking on slide creation, presentations, and alternate uses for slide software.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Laboratory projects	Simulated common slide software labs will be used for the solid practice at creating slides and presentations (50% in class, 50% out of class, approximately 2.5-3 hours per week).	In and Out of Class
Presentations/student demonstration observations	Slide presentations (100% in class, approximately 30 minutes per week).	In Class Only
Self/peer assessment and portfolio evaluation	Students will have the opportunity to self-assess and peer-assess (100% out of class, approximately 30 minutes per week).	Out of Class Only
Student participation/contribution	Students will participate in class discussions (50% in class, 50% out of class, approximately 30 minutes per week).	In and Out of Class

Assignments

Other In-class Assignments

Creating Flyers and Other Documents using various presentation software

- Format a flyer using a variety of context
- Create a banner for a letterhead
- Create flashcards as a study tool or other unique use of presentation software

Other Out-of-class Assignments

Exploring and experiencing multiple presentation software

- Research and use different slide software options
- Create a slide presentations using different presentation software
- Save presentations using different file extensions to work for more users

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

100

On-campus %

0

What will you be doing in the face-to-face sections of your course that necessitates a hybrid delivery vs a fully online delivery?

Nothing necessitates a hybrid delivery. However, student needs may indicate hybrid would be beneficial for orientations, study sessions, and individual &/or group meetings.

Lab Courses

How will the lab component of your course be differentiated from the lecture component of the course?

Students will purchase a publisher's access code (which includes the e-book) and it will allow for simulation exercises which will enhance the learning process.

From the COR list, what activities are specified as lab, and how will those be monitored by the instructor?

Lab and lecture are clearly differentiated in the weekly module by a title and chunking techniques.

How will you assess the online delivery of lab activities?

Some lab activities are submitted through Canvas for instructor grading. Other lab activities are done using online grading resources. Student works on simulated assignments and are submitted through platform for grading, projects and quizzes also provide instant feedback. All lab activities can be re-assessed by instructor and performance can be monitored according to reports based on content and SLOs.

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

All data reference to student work done outside of Canvas is encrypted and synced by the access pairing created by College of the Desert IT Department.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

n/a

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)
Teleconferencing
Telephone contact/voicemail

For hybrid courses:

Orientation, study, and/or review sessions
Scheduled Face-to-Face group or individual meetings
Supplemental seminar or study sessions

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class, if online, is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, weekly announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available. All will contribute to Regular Effective Contact.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Other Information

MIS Course Data

CIP Code
52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code
051400 - Office Technology/Office Computer Applications

SAM Code
C - Clearly Occupational

Basic Skills Status
Not Basic Skills

Prior College Level
Not applicable

Cooperative Work Experience
Not a Coop Course

Course Classification Status
Credit Course

Approved Special Class
Not special class

Noncredit Category
Not Applicable, Credit Course

Funding Agency Category
Not Applicable

Program Status
Program Applicable

Transfer Status
Not transferable

General Education Status
Y = Not applicable

Support Course Status
N = Course is not a support course

Allow Audit
No

Repeatability
No

Materials Fee
No

Additional Fees?
No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)
Office Professional Advisory Meeting Minutes SP22.docx

Approvals

Curriculum Committee Approval Date
11/01/2022

Academic Senate Approval Date
11/10/2022

Board of Trustees Approval Date
12/16/2022

Chancellor's Office Approval Date
12/21/2022

Course Control Number
CCC000635081

Programs referencing this course

BIW I Office Support Technologies Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=199)
Applications and Information Systems AS Degree (http://catalog.collegeofthedesert.eduundefined/?key=223)
BIW IV Marketing Office Specialist Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=224)
BIW III Remote Office Support and Technologies Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=339)
Office Technology Essentials Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=383)