# **BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

### GENERAL COURSE INFORMATION

Course Number: BSTC 1837

Course Title: Presentation Applications

Course Hours: 1

Prerequisite: None

Division and Discipline: Career and Technical Education

Course Description: A course that will allow students to learn and assess computer and presentation applications skills that are needed in today’s society and business. This course will assist in learning essential presentational software features and computer skills that will contribute to the successful completion of a Certiport Office Certification(s).

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE POLICIES**

## Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

## Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

## The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. [Most up-to-date documents are available on the College webpage.]

## Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](file:///\\amstore11\faculty\HeierD\Management\Syllabus\disabilityservices@bartonccc.edu).

### COURSE AS VIEWED IN TOTAL CURRICULUM

Presentation Applications is required of those students seeking to complete a Microsoft PowerPoint 2010, 2013, or 2016 Certiport Certification that will also assist in completion of the Microsoft Office Specialist certification. This course will introduce both basic and advanced elements from presentational software.

Transferability varies among institutions, and perhaps even among departments, colleges, or programs within an institution. Also, these requirements may change from time to time and without notification. Therefore, it shall be the student’s responsibility to obtain relevant information from intended transfer institutions during his/her tenure at Barton Community College to insure that he/she enrolls in the most appropriate set of courses for transferability.

## The learning outcomes and competencies detailed in this course syllabus meet or exceed those specified for this course by the Kansas Core Outcomes Groups project, and as approved by the Kansas Board of Regents – <http://kansasregents.org/transfer_articulation>.

## ASSESSMENT OF STUDENT LEARNING

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

## Course Outcomes, Competencies, and Supplemental Competencies:

1. Demonstrate the ability to manage the presentational application environment and backstage
   1. Adjust page views and layout
   2. Configure the Quick Access Toolbar (QAT).
   3. Configure the application file options
2. Create a slide presentation
3. Construct, format and edit various slide layouts
4. Apply slide size and orientation settings
5. Use outline and bullets when creating slides
6. Enter and format text using placeholders and textboxes
7. Demonstrate the ability to work with graphical and multimedia elements
   1. Manipulate graphical and image elements and styles
   2. Insert and adjust slide themes and backgrounds
   3. Modify WordArt and shapes
   4. Manipulate SmartArt
   5. Insert and edit video and audio content
8. Create charts and tables
   1. Construct and modify a table
   2. Insert and modify a chart
   3. Apply chart elements
   4. Manipulate chart layouts and advanced features
9. Apply transitions and animations
   1. Apply built-in and custom animations
   2. Apply effect and path options
   3. Manipulate an animation
   4. Apply and modify transitions between slides
10. Use proofreading features in a presentation
    1. Manage comments in a presentation
    2. Apply proofing tools
11. Demonstrate how to prepare a presentation for delivery
    1. Save a presentation
    2. Share a presentation
    3. Print a presentation
    4. Protect a presentation
12. Deliver a presentation
    1. Apply presentation tools
    2. Set up a slide show
    3. Set presentation timing
    4. Record a presentation

### INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS

### TEXTBOOKS AND OTHER REQUIRED MATERIALS

### REFERENCES

### METHODS OF INSTRUCTION AND EVALUATION

### ATTENDANCE REQUIREMENTS

### COURSE OUTLINE