PROFESSIONAL PRESENTATION ENHANCEMENTS
OST 1214

Class Hours: 1.0 Credit Hours: 1.0
Laboratory Hours: 0.0 Revised: Fall 06

Catalog Course Description:
Enhancement of audio-visual presentations using motion paths, action buttons, hyperlinks, online clip art, and custom animation with Microsoft PowerPoint for effective presentation skills.

Entry Level Standards:
Keyboarding skill of 28 wpm (minimum); basic knowledge of PowerPoint 2003.

Prerequisites:
OST 1211 or equivalent.

Textbook(s) and Other Course Materials:
TBD

I. Week/Unit/Topic Basis:

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<th>Week</th>
<th>Topic</th>
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| 1    | Review of PowerPoint 2003 Basic Features  
Creating a presentation  
Organizing slides  
Slide design, layout, and backgrounds  
Master Slide  
ASSESSMENT -- Online Quiz |
| 2    | Fonts and text enhancement  
Clip art and graphics files  
Templates  
ASSESSMENT -- Online Quiz |
| 3    | Motion paths  
Charts  
Hyperlinks  
ASSESSMENT -- Online Quiz |
| 4    | Action Buttons  
Delivery tools in PPT  
Tips for effective delivery  
Printing features |
ASSESSMENT -- Presentation Project

II. Course Objectives*:

A. Demonstrate ability to use advanced PowerPoint software features. (I, III, V)

B. Create and enhance audio-visual presentations using motion paths, action buttons, and custom animation. (I, V)

C. Add charts, hyperlinks and graphics that add visual interest and capture the audience’s attention. (I, V)

D. Use effective presentation delivery. (I, IV)

*Roman numerals after course objectives reference goals of the OST program.

III. Instructional Processes*:

Students will:

1. Use technology to promote objectives of the course; specifically, Microsoft PowerPoint 2003. Technological Literacy Outcome

2. Create PowerPoint presentations and add special effects with sound, transitions, custom animation. Active Learning Strategies, Technological Literacy Outcome

3. Use delivery tools available including hide slide, pointer, highlighter, and action buttons. Active Learning Strategies, Technological Literacy Outcome

4. Customize handouts using printing capabilities. Technological Literacy Outcome

*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting course work to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Review and identify the components of the PowerPoint screen. (A)

2. Change size and layout of slides and handout pages. (A, B)

3. Sort slides. (A, B)

4. Cut, copy, and paste selected slides and/or text. (A, B)

5. Modify master slide. (A, B)

6. Choose slide design and layout. (A, B)

7. Create header and footer. (A, B)

8. Add slide transitions to individual slides. (A, B)
9. Customize animation for text and graphics. (A, B)
10. Create motion paths. (A, B)
11. Add hyperlinks to slides. (A, B)
12. Change background colors and schemes. (A, B)
13. Insert charts into presentation. (A, B)
14. Preview slide show and add enhancements including highlight, pointer, action buttons. (A, C)
15. Add timing features to slide show. (A, C)
16. Use effective presentation tools and guidelines. (A, C)
17. Print handouts, speaker notes, outlines for presenter and audience. (A, D)

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

   Evaluations will consist of online quizzes (multiple choice, true/false, short-answer) and a project creating an audio-visual presentation with advanced features.

B. Laboratory Expectations:

   This college-level course is structured as an online course. Open labs are available at all campuses. Check posted hours.

C. Field Work:

   N/A

D. Other Evaluation Methods:

   N/A

E. Grading Scale:

   This is a Pass/No Pass course. Grades for each component of the course will be weighted as follows:
   20 percent of total grade—Online quizzes
   80 percent of total grade—PowerPoint project

   Grading Standards:
   The student will need to make an average of 75 percent by the end of the course in order to receive a grade of Pass.

VI. Policies:

A. Attendance Policy:

   Pellissippi State Technical Community College expects students to attend all scheduled
instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.]

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

C. Accommodations for disabilities:

If you need accommodations because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.

D. Other Policies:

Computer Usage Guidelines:
College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.