

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

CITA 112 – INTRODUCTION TO ELECTRONIC PRESENTATIONS

**Created by: Tim Davey
Updated by: Minhua Wang**

**CANINO SCHOOL OF ENGINEERING TECHNOLOGY
DECISION SYSTEMS
FALL 2018**

- A. **TITLE:** Introduction to Electronic Presentations
- B. **COURSE NUMBER:** CITA 112
- C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

Credit Hours: 2
 # Lecture Hours: 2 per week
 # Lab Hours: per week
 Other: per week

Course Length: 15 Weeks

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** Fall/Spring

G. **COURSE DESCRIPTION:** This course is designed to show the student how to use desktop presentation software to prepare professional-looking presentations, combining text, charts and graphics. The students will also learn how to create typical business charts using a spreadsheet and enhancing those charts with additional software. You will experiment with animation using a drawing program, and create a presentation using various types of charts and show it to the entire class. Two hours lecture per week for seven weeks.

H. **PRE-REQUISITES/CO-REQUISITES:**

- a. Pre-requisite(s): none
- b. Co-requisite(s): none
- c. Pre- or co-requisite(s): none

I. **STUDENT LEARNING OUTCOMES:**

By the end of this course, the student will be able to:

<i>Course Student Learning Outcome [SLO]</i>	<i>ISLO</i>
a. Create a Presentation	5
b. Add and Modify Text and Graphic Objects	5
c. Apply Advanced Special Effects in Presentations	5
d. Create Special Types of Presentations	5
e. Create animations and add hyperlinks	5
f. Integrating PowerPoint with other Programs	1[W] 5

J. **APPLIED LEARNING COMPONENT:** Yes X No _____

- Classroom/Lab

K. **TEXTS:** As determined by the instructor

L. **REFERENCES:** None

M. **EQUIPMENT:** Computer lab classroom

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

- Exams
- Participation
- Assignments

P. **DETAILED COURSE OUTLINE:**

- I. Creating A Presentation
 - A. Creating a New Presentation
 - B. Using Themes
 - C. Editing Text
 - D. Rearranging Slides
 - E. Deleting Slides
 - F. Running a Slideshow
 - G. Creating a Presentation Based on an Existing Presentation
 - H. Animating Text
 - I. Adding Transitions
 - J. Inserting Footers, Slide Numbers, and the Date
 - K. Using Speaker Notes

- II. Applying and Modifying Text and Graphic Objects
 - A. Formatting Objects
 - B. Drawing and Formatting Shapes
 - C. Adding Text to a Shape
 - D. Inserting and Formatting Text Boxes
 - E. Flipping and Rotating Objects
 - F. Modifying the Slide Master
 - G. Modifying Text Placeholders
 - H. Modifying the Font in the Slide Master
 - I. Creating SmartArt Design
 - J. Modifying a SmartArt Diagram
 - K. Inserting Headers and Footers on Handouts and Notes Pages

- III. Adding Special Effects to a Presentation
 - A. Applying and Modifying Text and Graphic Objects
 - B. Adding a Graphic from a File
 - C. Inserting Clip Art
 - D. Resizing and Repositioning a Graphic
 - E. Inserting Slides from Another Presentation
 - F. Adding Video
 - G. Inserting a Sound Clip
 - H. Understanding Video and Audio Animation Effects

- I. Creating a Table on a Slide
 - J. Creating a Chart
 - K. Adding a Second Animation to an Object
 - L. Changing the Speed of Animations
- IV. Apply Advanced Special Effects
- A. Applying Complex Animation
 - B. Creating and Formatting a Numbered List
 - C. Using Advanced Picture Formatting Tools
 - D. Changing the Direction of Text in a Text Box
 - E. Adding Callouts
 - F. Downloading Clips from Office.com
 - G. Compressing Pictures
 - H. Setting Up a Self-Running Presentation
 - I. Adding a Sound Clip to a Slide
 - J. Creating and Editing a Custom Show
- V. Create Special Types of Presentations.
- A. Creating a Photo Album Presentation
 - B. Creating a Custom Layout Master
 - C. Creating WordArt
 - D. Adding and Customizing a Motion Path Animation
 - E. Using the Animation Painter
 - F. Adding a Trigger Animation
 - G. Animating Wrapped Text in a Text Box
 - H. Customizing the Quick Access Toolbar and the Ribbon
- VI. Integrating PowerPoint with other Programs
- A. Importing and Exporting a Word Outline
 - B. Copying an Object from Another Presentation
 - C. Removing the Background from Photographs
 - D. Embedding and Modifying a Word Table
 - E. Linking and Modifying an Excel Chart
- Q. **LABORATORY OUTLINE:** N/A