Alabama
Department of
Postsecondary Education
Representing the Alabama Community College System

STATEWIDE CAREER/TECHNICAL EDUCATION COURSE ARTICULATION REVIEW MINUTES

Articulation Agreement Identifier: _CIS/DPT115-2006-1_____ Identifier is the postsecondary course prefix followed by Plan-of-Instruction version number (e.g.; INT 100 (2007-1)).

Applicable CIP code(s):___11.0101_____

Postsecondary course prefix, number, and title: __CIS/DPT 115 Presentation Graphics Software Applications_____

Secondary Education course(s) title and number: _540203/450006 - Business Technology Applications + 540601/450031 - Business Technology Applications - Advanced_____

Initial Review: _____October 8, 2009_____ ___Annual DPE Review: February 14, 2012

Effective date: **Fall Semester 2011**.

Course Content Analysis (all postsecondary course objectives must be sufficiently addressed in the secondary courses):

Notes:

1. **Skills and knowledge contained in the postsecondary course objectives must be present in the corresponding secondary objectives for a "match" to occur.**
2. **Postsecondary and Secondary objectives must reflect similar content and performance levels before the course articulation agreement will be recommended to the TEDAC Oversight Committee.**
3. **More than one Secondary Course may be used in order to articulate to a Postsecondary course.**

Postsecondary Course Objectives	Secondary Objectives and Location(s)	TEDAC Comments
MODULE A – COMPUTER ESSENTIALS **Competency:** A1.0 Explain the system and hardware associated with presentation software applications. **Performance Objective –** None **Learning Objectives:** A1.1.1 Define terms associated with the computer system. A1.1.2 Explain the function of hardware devices. A1.1.3 Identify elements of the graphical user interface. A1.1.4 Explain the process of launching and exiting programs. A1.1.5 Explain various methods of file management. **MODULE B – INTRODUCTION TO PRESENTATION GRAPHICS** **Competency:** B1.0 Create basic presentations. **Performance Objective:** B1.1 Use specified features to create basic presentations. **Learning Objectives:** B1.1.1 Define terms associated with presentations. B1.1.2 Identify parts of the presentation window. B1.1.3 Explain the importance of planning the presentation. B1.1.4 State various techniques for placing text and graphics into a presentation. B1.1.5 Explain the process for various methods to edit presentations. B1.1.6 State the importance of naming and saving files. B1.1.7 State the purpose of templates and wizards. **MODULE C – WORKING WITH EXISTING PRESENTATIONS** **Competency:** C1.0 Modify existing presentations. **Performance Objective:** C1.1 Use specified features to modify and save existing presentations. **Learning Objectives:**	**Business Technology Applications** **Unit – Presentation Applications** **Content Standard(s)** 8. Utilize advanced features of multimedia software, including photo, video, and audio editing, to create and present multimedia presentations using effective communication skills. 9. Utilize digital tools to deliver commerce and information technology curriculum-related content to an audience. **Learning Objective(s)** 1. Input and edit photos, videos, and audio clips 2. Create and present multimedia presentation 3. Analyze proper presentation techniques 4. Evaluate a variety of presentations 5. Determine effective digital tools for publishing projects **Business Technology Applications – Advanced** **Unit – Presentation Applications** **Content Standard(s)** 7. Create a multimedia résumé. 8. Present a self-designed multimedia presentation with visual elements, including using graphics, sound, and on-screen navigation and preparing a slideshow for live presentations and kiosk demonstrations.	

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C1.1.1 Explain the process of opening existing presentations. C1.1.2 Explain various techniques to navigate through presentations. C1.1.3 State the purpose of selected advanced editing features. C1.1.4 Explain the difference between save and save as functions. C1.1.5 Explain the process of printing presentations. **MODULE D – USING OUTLINE VIEW** **Competency:** D1.0 Use outline view. **Performance Objective:** D1.1 Create a presentation using outline view. **Learning Objectives:** D1.1.1 Explain the function of outline view. D1.1.2 Explain the process of adding a new slide. D1.1.3 Explain the process of creating a summary slide. D1.1.4 Explain the process of rearranging slides. D1.1.5 Explain the process of importing and exporting outlines. **MODULE E – WORKING WITH TEXT AND PLACEHOLDERS** **Competency:** E1.0 Use text and placeholders. **Performance Objective:** E1.1 Enhance a presentation using placeholders and selected text formatting. **Learning Objectives:** E1.1.1 Explain the process for applying fonts and text attributes. E1.1.2 Explain the process of applying attributes to placeholders. E1.1.3 Explain the function of bullets. E1.1.4 Explain the process of placing bullets into a presentation. E1.1.5 Explain the process of editing placeholders. E1.1.6 Explain the function of a master slide.	**Learning Objective(s)** 1. Present a completed multimedia resume. 2. Create a multimedia presentation from scratch	

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E1.1.7 Explain the process of editing a master slide. **MODULE F – WORKING WITH OBJECTS** **Competency:** F1.0 Use objects within a presentation. **Performance Objective:** E1.1 Modify a presentation using selected objects. **Learning Objectives:** F1.1.1 Explain the process of adding clipart to a slide. F1.1.2 Explain the process of editing clipart. F1.1.3 Explain the process of adding graphic fonts. F1.1.4 Explain functions of various toolbar features. F1.1.5 Explain the process of placing text in an object. F1.1.6 Explain the function of various editing features. F1.1.7 Explain the use of lines in presentations. F1.1.8 Explain the use of patterns, shading, and textures in presentations. **MODULE G – ANIMATION AND TRANSITION** **Competency:** G1.0 Use animation and transition functions. **Performance Objective:** G1.1 Modify a presentation using selected objects. **Learning Objectives:** G1.1.1 Explain the process of adding various animation effects to presentations. G1.1.2 Explain the process of adding various transition effects to presentations. **MODULE H – CHARTS AND TABLES** **Competency:** H1.0 Use charts and tables in presentations. **Performance Objective:** H1.1 Modify a presentation using charts and tables. **Learning Objectives:** H1.1.1 Explain the process of creating a chart. H1.1.2 Explain the process of inserting a chart into a presentation.		

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H1.1.3 Explain the process of modifying a chart in a presentation. H1.1.4 Explain the process of creating a table. H1.1.5 Explain the process of inserting a table into a presentation. H1.1.6 Explain the process of modifying a table in a presentation. H1.1.7 Explain the process of creating an organizational chart.		