

2010/2011 Presentation Software Applications

PTI304 - 18 weeks

DoDEA Course Description and Competencies

About the Program

Presentation Software Applications prepares students for careers in business. The course sequence focuses on duties and tasks performed by professionals using presentation software as well as pre-employment and employment skills.

Major Concepts/Content: Presentation Software Applications provides students with the opportunity to develop professional level skills in presentation software. Skills include creating and formatting presentations, creating and formatting slide content, working with visual content, collaborating on and delivering presentations.

Major Instructional Activities: Instruction will be provided in a lab utilizing individualized instruction and electronic learning services. Students successfully completing this course will be **eligible** to take the specialist exams for presentation software certification.

Major Evaluative Techniques: Assessment will be accomplished by checking student work in progress to ensure that each student adheres to the timelines throughout the course and that the assignments are successfully completed. In addition, objective and problem-solving tests, projects and other means deemed appropriate by the facilitator will be used.

Essential Software: The focus of this course will be the use of Microsoft PowerPoint to produce a variety of presentations.

The table below is a competency list for the Presentation Software Applications course. The competencies are considered essential and are required of all students.

PTI304 18 weeks	Presentation Software Applications TASKS/COMPETENCIES
Implementing DoDEA's CTE Course Requirements	
• 001	Demonstrate DoDEA's Workplace Readiness Skills in course activities.
• 002	Identify issues related to this field of study that affect the environment and impact local and global communities.
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.
Exploring Computer Concepts	
• 004	Explain the functions of computer system components.
• 005	Identify basic networking components.
• 006	Know and use appropriate technology vocabulary.
Exploring Ethical Issues Related to Computers and Computer Systems	
• 007	Identify security issues related to computer hardware, software, and data.
• 008	Identify concepts related to copyright, public domain, copy protection, and licensing agreements.
• 009	Identify concepts of security, integrity, courtesy, and confidentiality related to information and communications systems.
• 010	Investigate physical and logical security issues related to technology (e.g., viruses,

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	firewalls, spam, system backup, passwords).
• 011	Investigate computer crimes and privacy issues related to Internet use.
Managing Computer Systems	
• 012	Maintain workstation, equipment, software, and supplies.
• 013	Obtain assistance via electronic and hard copy references and documentation.
• 014	Troubleshoot hardware problems (e.g., power supply, network and peripheral connections, printer malfunctions).
• 015	Identify components of the user interface (e.g., menus, toolbars, icons).
• 016	Manage the desktop environment (e.g., creating shortcuts/aliases).
• 017	Manage files and directories (in networked and stand alone environments).
Developing Multimedia Presentations	
• 018	Create and save a basic presentation.
• 019	Create slides by importing a word-processed outline.
• 020	Insert slides from an existing presentation, reorder and delete slides
• 021	Edit slide content, using retyping, cut, copy and paste.
• 022	Demonstrate use of tools such as spell-check, thesaurus, find/replace, and auto-correct.
• 023	Demonstrate the ability to view and navigate a presentation.
• 024	Apply and customize pre-made design templates, color schemes and backgrounds.
• 025	Access the drawing toolbar to create and edit objects (e.g., fills, borders, lines).
• 026	Enhance presentation objects (e.g., text, shapes, placeholders) with appropriate formatting (e.g., fills, lines options, effects).
• 027	Insert, edit and format images in a presentation.
• 028	Integrate a variety of external objects into a presentation.
• 029	Enhance a presentation with appropriate transitions and animations.
• 030	Integrate audio and video objects into a multimedia presentation.
• 031	Create a presentation utilizing hyperlinks and other interactive features.
• 032	Demonstrate proficiency using design elements and principles.
• 033	Storyboard, develop and build a multimedia presentation.
• 034	Identify the components of an effective presentation.
• 035	Design and build a multimedia presentation for a specific purpose.
• 036	Demonstrate the use of advanced drawing tools to create original graphics for a presentation.
• 037	Demonstrate knowledge of various printing/output options from presentation software (e.g., slide show, web page, slide handouts, speaker notes).
• 038	Export a presentation.
• 039	Create and use custom slide shows.
• 040	Demonstrate the use of collaboration tools.
• 041	Deliver a multimedia presentation according to the principles of effective communication.
• 042	Critique the clarity and effectiveness of multimedia presentations.
Communicating through Technology	
• 043	Incorporate information from the World Wide Web into a project.

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Preparing for Industry Certification	
• 044	Describe the process and requirements for obtaining industry certifications related to the Presentation Software Applications course.
• 045	Identify testing skills/strategies for a certification examination.
Developing Employability Skills	
• 046	Create or update a portfolio containing representative samples of student work.