Course Title: IST 103: Presentation Software – 1 credit

Course Leader: Karen Weil-Yates

Date: 16/SP

Expected Learning Outcomes for Course

- *Plan, research, develop and present effective presentations using PowerPoint*

Assessment
(How do students demonstrate achievement of these outcomes?)

Students submit Case Studies for grading. In addition, they research, prepare and present one Case Study to the class. A Presentation Tips guideline is shared/available for students and copies of the presentation evaluation are available to the students before the presentation date—so that they may be prepared.   They are scored on both the slide show and their presentation of the slide show. Students participate in two forums about presentation design and analysis; and take three quizzes.

Validation
(What methods are used to validate your assessment?)

The textbook is an approved Microsoft Office Specialist (MOS) published by an industry leader in the information technology field. The Advisory Committee evaluates the course as needed. After discussion with our campus disabilities coordinator, one Case Study was modified to show students how to caption audio portions of presentations for the hearing impaired.

Results
(What does the data show?)

	Case Study Average	Forum & Quiz Average	Final Presentation
Student #1	72.14%	85.83%	67.83%
Student #2	74.57%	79.17%	86.44%
Student #3	62.71%	75.00%	75.00%
Student #4	0.00%	15.00%	0.00%
Student #5	0.00%	65.00%	0.00%
Student #6	82.57%	0.00%	65.00%
Class Average	48.67%	53.33%	49.05%

If you exclude the two students who did not complete the course, the averages change to:

Class Average	73.00%	60.00%	73.57%

Case Studies are modified from the publisher's originals; students are given additional instructions regarding guidelines for good presentations and formatting "rules". The case study changes include changes regarding those rules and guidelines with the premise that students are too "programmed" to follow the directions without taking a critical look at an end product. It took several case studies before students took a closer look and found the errors (misspelled/misused words; inconsistency in formatting; incorrect fonts). One student who was well above average refused to do the quizzes and forums.

Follow-up
(How have you used the data to improve student learning?) We will move to Office 2016 in the Fall, but continue to use the same text/author. We will customize each Case Study to reflect concerns and tasks that we wish to emphasis that the textbooks traditionally to do cover, such as: misspelled/misused words/poor grammar to emphasize proofreading; specific formatting rules regarding colors, font usage, and enhancements to promote industry/business expectations.

Budget Justification
(What resources are necessary to improve student learning?) Podcast software; we are using Camtasia and Adobe Connect