

Inver Hills Community College

BUS 1173: Microsoft PowerPoint

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Introduces how to design, manage, and modify professional-looking presentations using PowerPoint. Students will learn how to apply the powerful tools provided by PowerPoint to create and format slides. Students will also learn how to enhance presentations using graphics, video, and audio files.

B. COURSE EFFECTIVE DATES: 01/09/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. PowerPoint interface (10%)
2. Creating and Formatting Presentations (25%)
3. Creating and Formatting Slide Content (25%)
4. Working with Visual Content (25%)
5. Collaborating on and Delivering Presentations (15%)

D. LEARNING OUTCOMES (General)

1. Create new presentations.
2. Customize slide masters.
3. Add elements to slide masters.
4. Create and change presentation elements.
5. Arrange slides.
6. Insert and format text boxes.
7. Manipulate text.
8. Add and link existing content to presentations.
9. Apply, customize, modify, and remove animations.
10. Create SmartArt diagrams.
11. Modify SmartArt diagrams.
12. Insert illustrations and shapes.
13. Modify illustrations.
14. Arrange illustrations and other content.
15. Insert and modify charts.
16. Insert and modify tables.
17. Review presentations.
18. Protect presentations.
19. Secure and share presentations.
20. Prepare printed materials.
21. Prepare for and rehearse presentation delivery.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted