Anoka Technical College

ADSC 1162: Microsoft PowerPoint

A. COURSE DESCRIPTION
   Credits: 2
   Lecture Hours/Week: 2
   Lab Hours/Week: 0
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None

   This course is an in-depth study of Microsoft PowerPoint covering creating and editing a presentation with pictures, shapes, and WordArt. Also covered is reusing presentation, adding media and animation, and navigating a presentation using hyperlinks and action buttons. The class will also explore customizing slide, handout, and notes masters and modifying a presentation with customized text boxes, SmartArt, and shapes. Appropriate presentation design concepts are reviewed. (Prerequisites: none)(2 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/31/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Presentation software design concepts
   2. Microsoft PowerPoint software

D. LEARNING OUTCOMES (General)
   1. Create and edit a presentation with pictures, shapes, and WordArt.
   2. Reuse a presentation and add media and animation.
   3. Navigate a presentation with customized slide, handout, and notes masters.
   4. Customize a presentation with customized slide, handout, and notes masters.
   5. Modify a presentation with customized text boxes, SmartArt, and shapes.
   6. Organize slides and create a photo album.
   7. Employ appropriate presentation design concepts.
   8. Demonstrate professionalism in all course e-mail, discussion board, and classroom communications.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted