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