

LAST REVIEW:
(2009-2010)

NEXT REVIEW: 2014-2015
(2014-2015)

STATUS: A
(A, I, D)

COURSE TITLE: Microsoft Specialist: Powerpoint

COMMON COURSE NUMBER: CTS1230C

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:
(Voc. Course ONLY)

Lecture: **36**

Lab: **16**

Clinic:

Other:

PREREQUISITE(S): CGS1060C or Placement

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION:

This course teaches students advanced skills and design concepts for employing Microsoft Powerpoint to create and organize data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Powerpoint. This course is valuable for anyone wanting to be effective and efficient at creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Powerpoint certification exam.

UNIT TITLES

- 1. Creating and Formatting Presentations**
- 2. Creating and Formatting Slide Content**
- 3. Working with Visual Content**
- 4. Collaborating on and Delivering Presentations**

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Evaluation instruments will include written and/or skills-based examination and individual in-class and/or take-home assignments. Evaluation methods may also include group in-class and/or take-home assignments.

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UNITS

Unit 1 Creating and Formatting Presentations

General Outcome:

1.0 The student shall: be able to create and format presentations.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Create new presentations.
- 1.2 Customize slide masters.
- 1.3 Add elements to slide masters.
- 1.4 Create and change presentation elements.
- 1.5 Arrange slides.

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Unit 2 Creating and Formatting Slide Content

General Outcome:

2.0 The student shall: be able to format content in a Word document.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Insert and format text boxes.
- 2.2 Manipulate text.
- 2.3 Add and link existing content to presentations.
- 2.4 Apply, customize, modify, and remove animations.

Unit 3 Working with Visual Content

General Outcome:

3.0 The student shall: be able to work with visual content in a Power Point presentation.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Create SmartArt diagrams.
- 3.2 Modify SmartArt diagrams.
- 3.3 Insert illustrations and shapes.
- 3.4 Modify illustrations.
- 3.5 Arrange illustrations and other content.
- 3.6 Insert and modify charts.
- 3.7 Insert and modify tables.

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Unit 4 Collaborating on and Delivering Presentations

General Outcome:

4.0 The student shall: be able to collaborate and deliver presentations.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Review presentations.
- 4.2 Protect presentations.
- 4.3 Secure and share presentations.
- 4.4 Prepare printed materials.
- 4.5 Prepare for and rehearse presentation delivery.