

**I. COURSE INFORMATION**

- A. Computer Science 126 Microsoft PowerPoint
- B. 3 credit hours
- C. Sebok, Susan. *Microsoft Office 365 & PowerPoint 2021: Comprehensive*. 1<sup>st</sup> ed. Cengage
- D. Prerequisites: None

**II. COURSE DESCRIPTION:**

This course provides students with the skills to plan, develop and deliver dynamic, professional-presentations to use in academic, business, or other environments.

**III. LEARNING OUTCOMES:**

- A. Create and edit presentations with pictures
- B. Enhance presentations with shapes and smartart
- C. Insert wordart, charts, and tables
- D. Customize slide masters
- E. Collaborate and integrate with other programs
- F. Format tables and charts
- G. Add animation and media
- H. Deliver and distribute presentations

**IV. MAJOR CONTENT AREAS:**

- A. Create and edit presentations
- B. Navigate presentations using hyperlinks and action buttons
- C. Create self-running presentations
- D. Customize templates and handouts using masters

**V. ASSIGNMENTS (may include but are not limited to)**

- A. Quizzes and exams
- B. Discussions
- C. Software application projects

**VI. EVALUATION METHODS (may include but are not limited to)**

- A. Discussion participation
- B. Exams and quizzes
- C. Software application assignments