MASTER COURSE OUTLINE
Prepared By: Ryan Duvall   Date: April 2019

COURSE TITLE
Introduction to Microsoft PowerPoint

GENERAL COURSE INFORMATION

Dept.: BIM	Course Num: 184	(Formerly: OFF 184)
CIP Code: 11.0602	Intent Code: 21	Program Code: 547
Credits: 1-3		
Total Contact Hrs Per Qtr.: 22-66		
Lecture Hrs:	Lab Hrs: 22-66	Other Hrs:
Distribution Designation:		

COURSE DESCRIPTION (as it will appear in the catalog)
This course provides an introduction to Microsoft PowerPoint 2019. It is not intended for Business Information Management Program students.

PREREQUISITES
None

TEXTBOOK GUIDELINES
Introductory Excel text as determined by BIM Faculty (Example: *Microsoft PowerPoint 20xx*, by Rutkosky, Seguin, and Rutkosky Roggenkamp)

COURSE LEARNING OUTCOMES
Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:
1. Create and manage presentation software
2. Set and change slide layout, style, and formatting
3. Use and format transitions, sound, clip art, pictures, and sound
4. Setting and rehearsing presentation timing
5. Printing and previewing presentations

INSTITUTIONAL OUTCOMES
IO3   **Human Relations/Workplace Skills**: Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE
1. Preparing a Presentations
2. Editing and Enhancing Slides
3. Customizing a Presentation

DEPARTMENTAL GUIDELINES (optional)

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

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DIVISION CHAIR APPROVAL   **DATE**