

Course Outline
OFAD 116
PowerPoint for Personal Use
1 Semester Hour

The Community College of Baltimore County

Description

PowerPoint for Personal Use

Provides an overview of the basic features of PowerPoint; teaches how to plan and design, create and edit electronic presentations.

Prerequisite: Experience in computer applications

Overall Course Objectives.

Upon completion of this course the student will be able to:

1. Create, edit, display and print a presentation;
2. Open a presentation;
3. View a presentation;
4. Use Online Help; and
5. Plan and design an electronic slide show.

Major Topics

1. PowerPoint window
2. Creating a simple presentation.
3. AutoContent Wizard
4. Working with objects
5. Adding animation to a slide show
6. Printing handouts

Course Requirements

Final grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
Exam 1	100
Quizzes (average)	50
Exercises	<u>50</u>
	200

Final letter grades (based on total points earned) will be awarded as follows:

180 – 200 = A

160 – 179 = B

140 – 159 = C

120 – 139 = D

Below 120 = F

Other Course Information