

Course Outline
OFAD 107
Introduction to PowerPoint
3 Semester Hours

The Community College of Baltimore County

Description

Introduction to PowerPoint

Introduces the basics of planning, creating, designing, editing, and printing an electronic presentation. Upon successful completion of this course, students will be able to take the MOUS Certification exam for PowerPoint.

Prerequisite: RDNG 052 or LVR 2 or ESOL 054

Overall Course Objectives.

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

1. Create, edit, display, and print a presentation;
2. Navigate effectively in PowerPoint;
3. Work in Outline View; Slide View, Slide Sorter View, and Slide Show
4. Use Online Help;
5. Plan, design, and deliver an electronic slide show.

Major Topics

1. Basic presentation skills
2. Creating a presentation from scratch
3. Using the Outline Pane
4. Working with text
5. Working with PowerPoint Objects
6. Working with Lines, Fills, and Colors
7. Manipulating PowerPoint Objects
8. Adjusting indents, line spacing, and tabs
9. Using the Freeform and curve tool
10. Animation and Slide Show effects
11. Creating a chart
12. Creating a table
13. Flowcharts and Organization charts
14. Distributing and presenting your work

Course Requirements

Final Grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
Exam 1	100
Exam 2	100
Exercises	50
Student Presentation	<u>100</u>
Total	350

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

315 -350	= A
314 -280	= B
279- 245	= C
244 - 210	= D
Below 210	= F

Other Course Information