

Common Course Outline for: CIM 1260 Presentation Software - Powerpoint

A. Course Description

1. Number of credits: 3
2. Lecture hours per week: 3
Lab hours per week: None
3. Prerequisites: Successful completion of CIM/BUSN 1201 with C or better or successful completion of equivalent computer competency test administered by Normandale's CIM department. Placement in READ 1106 and ENGC 1101.
4. Co-requisites: None
5. MnTC Goals: None

Catalogue description:

Students will use the latest release of presentation software to plan and create presentations, print slides, handouts and speaker notes, apply themes, slide transitions and animation. After taking this course, students will be prepared to take the Microsoft Office Systems (MOS) Powerpoint Certified Application Specialist Exam. Prerequisite: Successful completion of C or better in CIM/BUSN 1201 or successful completion of equivalent computer competency test administered by Normandale's CIM department. Placement in READ 1106 and ENGC 1101. Keyboarding and proofreading skills are recommended.

B. Date last revised: February, 2016

C. Outline of Major Content Areas

Creating a Presentation
Applying and Modifying Text and Graphic Objects
Adding Special Effects to a Presentation
Integrating PowerPoint with Other Programs
Applying Advanced Special Effects in Presentation

D. Course Learning Outcomes

Upon successful completion of the course, the student will be able to:

1. Plan and implement a presentation
2. Design slide content
3. Compile audience presentation materials
4. Apply clip-art, textboxes, tables, diagrams, and footers
5. Apply themes, backgrounds, bullet points, etc.
6. Apply slide transitions and animations
7. Apply sound effects, narration, and movies
8. Implement a self-running presentation
9. Develop an application designed to meet a specific business need that meets professional development standards

E. Methods for Assessing Student Learning

- A. Evaluations are based on documents created with each of the applications. Some of these documents will be assigned as homework and others will be in -class exams. The in-class exams are intended to measure the student's ability to create documents independently.
- B. Individual instructors may choose to incorporate the following into their evaluation system: attendance, homework assignments, group projects/quizzes, and computer based skills assessment

F. Special Information: All of the following skills can be acquired by successfully completing CIM/BUSN 1201. Success in this course is more likely if the student has good reading, thinking, and study skills. The beginning student should expect to spend about 6-9 hours a week completing the assignments outside of class. Students need easy access to a computer outside of the classroom. Sections of this course may be offered using alternative delivery format such as distance delivery. Check the class schedule for designated sections.

Students are welcome to use the Computer Open Lab. Pick up the Computer Center printed schedule for hours and procedures. Software used in the classrooms is the same as in the Open Lab. Students can download latest version Microsoft Office. The software is free of charge.

Latest version of Microsoft Powerpoint on a Windows based PC are needed for the course.