



Syllabus

CSC 136 PowerPoint

General Information

Date

June 28th, 2018

Author

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Department

Computing Sciences

Course Prefix

CSC

Course Number

136

Course Title

PowerPoint

Course Information

Credit Hours

1

Lecture Contact Hours

1

Lab Contact Hours

0

Other Contact Hours

0

Catalog Description

This course is designed to teach the student PowerPoint, a Microsoft Office application software product. The course will include topics appropriate to prepare the student to take the MOS (Microsoft Office Specialist) certification test upon completion. Topics covered include creation of worksheets, workbooks, graphing, formula creation and collaboration. This course is considered an introductory course; however, familiarity with Windows including Win file management is highly recommended before taking this course.

Key Assessment

This course does not contain a Key Assessment for any programs

Prerequisites

None

Co-requisites

None

Grading Scheme

Letter

First Year Experience/Capstone Designation

This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed category

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

None

Course Learning Outcomes

Course Learning Outcomes

1. Create, save, format and print presentations
2. Demonstrate features offered by the application
3. Create a professional presentation slide show
4. Insert and modify graphics and video clips
5. Create and format tables
6. Animate a slide show
7. Collaborate on presentations:
 Compare and Combine presentations

Outline of Topics Covered

- I. Introduction to Microsoft PowerPoint application features
- II. Creating presentation slide shows
- III. Formatting and Organizing presentations

- IV. Using different slide transitions
- V. Using graphics, videos and SmartArt
- VI. Working with Templates, Styles and Charts
- VII. Creating Animations, using hyperlinks
- VIII. Collaboration and sharing
- IX. Presenting and viewing a slide show