

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: MOFF 6650

Course Title: Microsoft PowerPoint I

Course Description: Introduction to Microsoft PowerPoint: create and edit slides; use ClipArt, animation, videos, sound; run a slide show.

Suggested Course Prerequisite(s): Familiarity with using Microsoft Windows.

Course Resources: Microsoft PowerPoint 2021 & 365: Level 1
Labyrinth Learning; ISBN-13: 9781640614475

Student Learning Outcomes:

Demonstrate slide creation and editing; run a slide show; use special effects to keep your audience's attention.

Certification Notes:

Next course recommendation: Microsoft Word I, Microsoft Excel I, Microsoft Outlook I

Lesson Plan – by week or session:

Session 1: Creating and Delivering a Presentation

- Getting Started with PowerPoint
- Using Document Themes
- Creating a Basic Presentation
- Delivering the Slide Show

Session 2: Designing and
Printing the Presentation

- Working with Slides
- Working with Outlines
- Working with Word Integration
- Formatting Your Presentation
- Using the Slide Sorter
- Organizing with Sections
- Printing Your Presentation

Session 3: Adding Graphics, Animation, and Sound

- Working with Online Pictures
- Adding Other Graphics
- Working with Slide Transitions
- Using Slide Animation
- Adding Sound Effects

Session 4: Adding Multimedia to Presentations

- Working with Multimedia
- Using Audio in Presentations
- Creating Slide Show Timings
- Using Video in Presentations

Session 5: Course summary

- Review
- Supplemental Exercises

Course Sessions:

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation:

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in

attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy:

Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.