



**COURSE SYLLABUS**

**DIVISION:** Workforce Services

**Revised: January 2015**

**CURRICULUM IN WHICH COURSE IS TAUGHT:**

**COURSE NUMBER AND TITLE:** ITE 195 Introduction to PowerPoint

**CREDIT HOURS: 1**

**HOURS/WEEK LECTURE: 1**

**HOURS/WEEK LAB: 0**

**LECTURE/LAB COMBINATION: 1 (0)**

- I. CATALOG DESCRIPTION:** Explores the PowerPoint environment by using this specific application to create and modify a presentation while using the many features of PowerPoint 2013.
- II. RELATIONSHIP OF THE COURSE TO CURRICULUM OBJECTIVES IN WHICH IT IS TAUGHT: Non-Curricular**
- III. REQUIRED BACKGROUND: None**
- IV. COURSE CONTENT**
- Create a PowerPoint presentation with an installed template
  - Open, save, run, print, close and delete a presentation
  - Plan a presentation
  - Create a presentation using a theme template
  - Insert slides, insert text in slides, and choose slide layouts
  - Change presentation views
  - Navigate and edit slides
  - Create a presentation from an existing presentation
  - Apply a design theme to slides in a presentation
  - Prepare a presentation from a blank presentation
  - Prepare a presentation in Slides/Outline pane
  - Add transitions and sounds to a presentation
  - Check spelling
  - Insert and delete text in slides
  - Find and replace text in slides
  - Cut, copy, and paste text in slides
  - Rearrange text in the Slides/Outline pane
  - Size and rearrange placeholders
  - Duplicate slides
  - Reuse slides

- Preview a presentation
- Use the Help feature
- Apply font and paragraph formatting to text in slides
- Apply formatting with Mini toolbar and Format Painter
- Customize bullets and numbers
- Modify theme colors and fonts
- Change slide background
- Change page setup

**V. Learner Outcomes**

**VI. Evaluation**

Be able to create, save and print a presentation	Class participation, homework, quizzes, and projects
Become familiar with adding, deleting, and duplicating slides.	Class participation, homework, quizzes, and projects
Be able to add themes, transitions, and animations to a presentation	Class participation, homework, quizzes, and projects
Become familiar with the many different functions and features and features of PowerPoint 2013.	Class participation, homework, quizzes, and projects
Be able to create folders and subfolders.	Class participation, homework, quizzes, and projects
Become familiar with the Quick Access Toolbar and Mini Toolbar.	Class participation, homework, quizzes, and projects

**VII. The course supports the following general education goals/objectives:**

DCC Educational Objectives

- Communication
- Critical Thinking
- Information Literacy