COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2450: PowerPoint

A. CATALOG DESCRIPTION
   1. Credits: 1
   2. Hours/Week: 1
   3. Prerequisites (Course discipline/number): None
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

   This course is designed to provide the student with the basic and advanced skills in creating computerized presentations. Students will learn to create and modify their presentations. They will use features such as slide master, outline view, animated objects, transition sound effects, embedding video, hyperlink, recording and inserting audio, tables, and charts.

B. DATE LAST REVISED (Month, year): November, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Slide presentations in normal and outline view using templates and custom designs
   2. Presentation design, transitions, effects, embedding, and hyperlinks.
   3. Organizational charts, tables, sound, pictures, clip art, and graphs.
   4. Print and view options.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Create presentation design, adding transitions, effects, embedding, and hyperlinks.
   2. Develop presentations using slide master, bulleted list, clip art, charts, tables, sound, pictures, and graphs.
   3. Recognize the difference in a presentation in Normal and Outline view.
   3. Customize slide shows utilizing advanced features.
   5. Create an integrated presentation project from initial concept to finished presentation utilizing all content areas.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Assignments
   2. Final project
   3. Instructor-determined examinations

G. RCTC CORE OUTCOME(S) ADDRESSED:
   - Communication
   ☑ Critical Thinking
   - Personal/Professional Accountability
   - Global Awareness/Diversity
   - Aesthetic Response

H. SPECIAL INFORMATION (if any):
   Normal fees that are charged for other computer classes and for online classes.