I. COURSE INFORMATION
   A. Computer Science 126 Microsoft Powerpoint
   B. 3 credit hours
   D. Prerequisites: None

II. COURSE DESCRIPTION
    This course provides students with the opportunity to learn presentation software for employment purposes or home use and to turn ideas into professional, compelling presentations.

III. LEARNING OUTCOMES
    A. To offer an in-depth presentation of Microsoft PowerPoint 2010
    B. To expose students to practical examples of the computer as a useful tool
    C. To acquaint students with the proper procedures to create presentations suitable for coursework, professional purposes, and personal use
    D. To help students discover the underlying functionality of PowerPoint 2010 so they can become more productive

IV. MAJOR CONTENT AREAS
    A. Creating and editing a presentation with clip art
    B. Enhancing a presentation with pictures, shapes, and wordart
    C. Reusing a presentation and adding media
    D. Working with information graphics
    E. Collaborating on and delivering a presentation
    F. Navigating presentations using hyperlinks and action buttons
    G. Creating a self-running presentation containing animation
    H. Customizing a template and handouts using masters
    I. Modifying a presentation using graphical elements
    J. Developing a presentation with content from outside sources
    K. Organizing slides and creating a photo album

I. ASSIGNMENTS (may include but are not limited to)
   A. Quizzes and exams
   B. Discussions
   C. Software application projects

II. EVALUATION METHODS (may include but are not limited to)
    A. Discussion participation
    B. Exams
    C. Software application assignments