Department:

Business

Course Description:

This course focuses on using Microsoft PowerPoint to create visually effective business presentations. The course will include organizational charts, business graphs, and other visual materials incorporated in a presentation. In addition, the course will cover how to enhance presentations by using special features, such as animation, slides, templates, note pages, transition effects, and others.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Create a title slide.
2. Create a bulleted list.
3. Change font size.
4. Create a presentation in outline view.
5. Use and design clip art and graphics.
6. Copy, move, and delete a slide.
7. Create graphs and tables.
8. Apply transition and build effects to a slide presentation.
9. Print speaker notes, audience handouts, and overhead transparencies.

Course Content:

A. Using Microsoft PowerPoint
   1. Opening, viewing, and saving a presentation
   2. Editing a presentation
   3. Formatting a presentation
   4. Creating headers and footers and printing a presentation
   5. Creating a new presentation
   6. Using slide sorter view
   7. Adding pictures to a presentation

B. Designing a presentation
   1. Formatting slide elements
   2. Inserting and formatting pictures and shapes
   3. Applying slide transitions
   4. Creating and formatting a SmartArt graphic

C. Enhancing a presentation
   1. Customizing slide backgrounds and themes
2. Animating a slide show  
3. Creating and modifying tables and charts

**Learning Assessments:**

Course competencies will be assessed by use of a portfolio consisting of presentation projects organized in a professional manner. There will also be a final presentation project.

**Instructional Materials:**


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**Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link: [https://highlandcc.edu/pages/disability-services](https://highlandcc.edu/pages/disability-services).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.