

Date Prepared: April 19, 2001

COURSE OUTLINE

X New ___ Revised

Effective Date: Fall, 2001

1. **COURSE PREFIX NUMBER:** AST 260 **CREDIT HOURS:** 3
2. **COURSE TITLE:** PRESENTATION SOFTWARE (POWERPOINT)
3. **PREREQUISITES:** AST 101 or equivalent
4. **COURSE DESCRIPTION:** Teaches creation of slides including use of text, clip art, and graphs. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and handouts. Incorporates use of sound and video clips. Lecture 3 hours per week.
5. **CONTENT:** (Major Headings)
 - a. Preparing a PowerPoint Presentation
 - b. Editing and Formatting a PowerPoint Presentation
 - c. Adding Animations to Presentations
 - d. Using WordArt and Creating Charts
 - e. Adding Visual Elements to a PowerPoint Presentation
 - f. Customizing a Presentation and Creating a Slide Show
 - g. Creating Output and Delivering Presentations
6. **GENERAL COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

 - a. create a presentation.
 - b. modify a presentation.
 - c. work with text.
 - d. work with visual elements.
 - e. customize a presentation.
 - f. create output.
 - g. deliver a presentation.
 - h. manage files.