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COMP 0740: Introduction to PowerPoint

EFFECTIVE DATE

November 2015

DEPARTMENT

College & Career Access

DESCRIPTION

This course provides students with the basic knowledge and skills needed to use Microsoft PowerPoint to create computer-based slide shows. Students will learn how to create slide shows, add slides of varying layouts, edit slides for content and style, add charts, photos and computer art. Along with the computer skills, students will consider how a slide show will supplement their presentation. Presentation features like slide transitions, timings, sound tracks, speaker's notes, and presentation handouts will be covered.

CREDITS

0.0

YEAR OF STUDY

N/A

PREREQUISITES

None

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Produce a PowerPoint slide show in a Windows environment
- Edit a slide show for content and style
- Add and edit clipart, photos, video and SmartArt on a PowerPoint slide
- Add transition effects to slide displays
- Use the slide sorter to manage slides
- Add notes to slides to assist a presenter
- Use the ruler to measure object placement on slides
- Add headers and footers for slide printing

- Assign a preset theme to a slide or slides
- Automate a slide show to run independently
- Add sound files as a slide show soundtrack
- Use PowerPoint to develop a slide show from a template

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 90

Other: 90

INSTRUCTIONAL STRATEGIES

Self-paced. Individualized instruction.

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

Satisfactory equals 70%

EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	20	
Quizzes/Tests	20	
Project	30	
Exam	30	

COURSE TOPICS

- Slide structure
- PowerPoint slide show views
- Add, Edit and Format text
- ClipArt, Photos and SmartArt
- Position and Size with the Ruler
- Slide styles

- Manage the Presentation with the Slide Sorter
- Slide display Transition effects
- Animate Slide Content
- Slide show timing
- Print slides and presentation notes
- Slide show Automation
- Videos
- Soundtracks
- Templates

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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