



Wayne County Community College District

COURSE SYLLABUS

OIS 253 Microsoft PowerPoint Specialist

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:

This course is designed for those students interested in improve their skills to create, present, and collaborate on computer presentations. This class is using Microsoft PowerPoint software, as a visual communication tool, to create remarkable presentations with enhanced multimedia capabilities. Also this course is designed to assist the students preparing to take the Microsoft Office Specialist (MOS) PowerPoint certification for expert level. MOS PowerPoint certification recognizes individuals who have achieve a certain level of mastery with Microsoft PowerPoint product.

PREREQUISITES: BUS 225

RECOMMENDED: OIS 102

EXPECTED COMPETENCIES:

Upon completion of this course, the student will be familiar with:

- Creating and editing a presentation.
- Creating a presentation with illustrations and shapes.
- Creating a presentation with custom backgrounds and smart art diagrams
- Working with information graphics.
- Reusing a presentation with a multimedia.
- Creating a self-running presentation containing animated shapes.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E