SYLLABUS
COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	BCIS116 INTRODUCTION TO MS POWERPOINT
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Introduction to the electronic presentation, specifically how to use, design, and edit presentation graphics for use in a variety of personal and business applications. (1, 1T+0S)
Student Learning Outcomes/Objectives /Competencies of the Course	1. Examine slide show presentation concepts and explore the Microsoft Office PowerPoint environment. 2. Create a new presentation 3. Modify presentation themes. 4. Add and edit text to slides. 5. Add new slides to a presentation. 6. Insert clipart images and shapes to slides. 7. Insert and modify tables and charts. 8. Add sound and video to a slide presentation. 9. Insert and edit animations and slide transitions. 10. Display a speaker-lead and self-running presentation.
College-Wide Student Learning Outcomes	1. Communication 2. Critical Thought **3. Information Literacy** 4. Cultural Competence Outcome in Bold