



BCIS 1230 Introduction to MS Powerpoint

Course Number	BCIS 1230
Course Name	Introduction to Microsoft Powerpoint
Credit Value (Breakdown of theory and lab credits)	1 Theory
Catalog Course Description	A brief overview of the word processing application package, Microsoft Word. You will learn to create basic documents, such as letters and memos. You will be provided with the basic knowledge as well as hands-on experience to allow you to become computer literate in Word. (1, 1T+0L)
Course Student Learning Outcomes/Objectives /Competencies	
College-Wide Student Learning Outcomes measured (General education courses only)	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence
Program Student Learning Outcomes measured	