

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: CTEC 146

Credit Hours: 3-3-0

Course Title: Advanced MS PowerPoint

Course Prerequisites: CTEC 100

Textbook(s): LMS Integrated MindTap ® Computing, 1 term (6 months) Printed Access Card for Pinard’s New Perspectives Microsoft ® Office 365 & PowerPoint 2016: Comprehensive. Cengage. ISBN: 9781305880924

Optional Textbook/Subscription Offers from Cengage:

Cengage Unlimited, 1 term (4 month) Printed Access Card, 1st edition,
PAC: 9780357700037 or IAC: 9780357700006

Cengage Unlimited, Multi-term (12 month) Printed Access Card, 1st edition,
PAC: 9780357700044 or IAC: 9780357700013

Cengage Unlimited, Multi-term (24 month) Printed Access Card, 1st edition,
PAC: 9780357700051 or IAC: 9780357700020

Course Description: An in-depth exposure to presentation design using Microsoft PowerPoint. The course includes how to plan, define, create, customize and modify presentations. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office PowerPoint 2016 certification exam is optional at the conclusion of the course.

Learning Outcomes:

At the end of this course, the student will:

- A. create and edit introductory level PowerPoint presentations; and
- B. create and edit advanced level PowerPoint presentations.

To achieve the learning outcomes, the student will or will be able to:

(The letter designations at the end of each statement refer to the learning outcome(s).)

- 1. create a presentation (A);
- 2. add media and special effects to presentations (A);
- 3. apply advanced formatting to objects in a presentation (B);
- 4. create advanced animations and distribute presentations (B);
- 5. integrate PowerPoint with other programs (B); and
- 6. customize presentations and the PowerPoint environment (B).

Course Requirements:

- 1. Achieve a course average of 70% and above.
- 2. Class attendance (refer to the student handbook for attendance policies).

3. Students must have access to a Windows computer, Microsoft Office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

Course Grading Scale:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59

Attendance Policy: The college attendance policy is available at <http://catalog.bpcc.edu/content.php?catoid=5&navoid=369>

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: acao@bpcc.edu

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.