COURSE OUTLINE

X_ New __ Revised                      Effective Date: Fall, 2001

1. **COURSE PREFIX NUMBER:** AST 260  **CREDIT HOURS:** 3

2. **COURSE TITLE:** PRESENTATION SOFTWARE (POWERPOINT)

3. **PREREQUISITES:** AST 101 or equivalent

4. **COURSE DESCRIPTION:** Teaches creation of slides including use of text, clip art, and graphs. Includes techniques for enhancing presentations with on-screen slide show as well as printing to transparencies and handouts. Incorporates use of sound and video clips. Lecture 3 hours per week.

5. **CONTENT:** (Major Headings)
   a. Preparing a PowerPoint Presentation
   b. Editing and Formatting a PowerPoint Presentation
   c. Adding Animations to Presentations
   d. Using WordArt and Creating Charts
   e. Adding Visual Elements to a PowerPoint Presentation
   f. Customizing a Presentation and Creating a Slide Show
   g. Creating Output and Delivering Presentations

6. **GENERAL COURSE OBJECTIVES:**

   Upon successful completion of the course, the student will be able to:
   a. create a presentation.
   b. modify a presentation.
   c. work with text.
   d. work with visual elements.
   e. customize a presentation.
   f. create output.
   g. deliver a presentation.
   h. manage files.