

**Collin College - Continuing Education
COURSE SYLLABUS**

COURSE INFORMATION

Course Number: NDAY 6695

Course Title: Basic PowerPoint in a Day

Course Description: This class introduces the basic features of this popular presentation software. Learn to create and edit slides; use ClipArt, animation, videos, sound and run a slide show..

Suggested Course Prerequisite(s): Microsoft Windows, Keyboarding.

Course Resources: Textbook(s):
FastCourse Microsoft PowerPoint 2019 and 365: Level 1
Labyrinth Learning
ISBN-13: 978-1-64061-181-8

Student Learning Outcomes: Learn to create and edit slides. Learn basics of running a slide show and how to use special effects to keep your audience's attention.

Certification Notes: N/A

Next course recommendation: Intermediate PowerPoint In a Day

Lesson Plan – by week or session:

Module 1: Creating and Delivering a Presentation
Module 2: Designing and Printing the Presentation
Module 3: Adding Graphics, Animation, and Sound
Module 4: Adding Multimedia to Presentations

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance.

Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy: Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.