



Course Number and Title: OAT 159 PowerPoint

Campus Location:

Georgetown

Effective Date:

2020-51

Prerequisite:

ENG 006 or ENG 007 or EAP 093, MAT 005, SSC 100 or concurrent

Co-Requisites:

none

Course Credits and Hours:

3.00 credits

2.00 lecture hours/week

2.00 lab hours/week

Course Description:

This course covers comprehensive presentation application and delivery methods necessary to be successful within an organization.

Required Text(s):

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

Additional Materials:

None

Schedule Type:

Classroom Course

Online Course

Disclaimer:

None

Core Course Performance Objectives (CCPOs):

1. Plan, design, and prepare a PowerPoint presentation from a template and/or a blank presentation. (CCC 1, 2, 5; PGC OAT 1, 2, 4; GBT 1, 2)
2. Modify existing presentations. (CCC 1, 2, 5; PGC OAT 1,2; GBT P 1, 2)
3. Create and edit chart data for inclusion in a presentation. (CCC 2, 5, 6; PGC OAT 1, GBT 1, 2, 3)
4. Add multimedia, graphics, animation, and transition effects. (CCC 1, 2, 4; PGC OAT 1, 2; GBT 1, 2, 3)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Plan, design, and prepare a PowerPoint presentation from a template and/or a blank presentation.
 1. Design a PowerPoint presentation from a template or blank presentation.
 2. Integrate Microsoft PowerPoint with other Microsoft Office programs.
 3. Use PowerPoint’s many views.
 4. Use basic and advanced formatting techniques.
 5. Add text and graphics.
 6. Apply a design.
2. Modify existing presentations.
 1. Create a new presentation from an existing presentation.
 2. Add, delete, and modify objects and graphics.
 3. Change alignment.
 4. Move, copy, and delete graphics, text, and placeholders.
 5. Add, delete, and modify text.
 6. Use basic and advanced editing techniques.
 7. Change the slide sequence.
3. Create and edit chart data for inclusion in a presentation.
 1. Add, delete, and modify charts.
 2. Format charts.
 3. Change chart types.
4. Add multimedia, graphics, animation, and transition effects.
 1. Add sounds and videos.
 2. Add timings and narrations.
 3. Apply and modify animation effects.
 4. Apply and modify transition effects

Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

| | | | | |
|----|---|-----|---|---|
| 92 | - | 100 | = | A |
| 83 | - | 91 | = | B |
| 75 | - | 82 | = | C |
| 0 | - | 74 | = | F |

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

Final Course Grade:

Calculated using the following weighted average

| Evaluation Measure | Percentage of final grade |
|---|---------------------------|
| Summative: Simulation Exams (5-9) (equally weighted) | 20% |
| Summative: Application Based Exams (8-12) (equally weighted) | 35% |
| Formative: Quizzes/Assignments (equally weighted) | 35% |
| Summative: Microsoft Office Specialist – PowerPoint Certification | 10% |
| TOTAL | 100% |

Core Curriculum Competencies (CCCs are the competencies every graduate will develop):

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):
OATAASOAT

1. Produce the documents necessary for a functioning business office.
2. Demonstrate accurate and efficient keyboarding skills.
3. Integrate office-related skills to function in a professional manner within the workplace.
4. Use diverse research methods and information sources to complete a variety of business documents.

BSSAASGBT

1. Integrate professional, ethical, and legal standards into business practice.
2. Employ the various theories of management and marketing in a business.
3. Apply the principles of human resource management to organizations.
4. Evaluate the actions taken to acquire and retain customers.
5. Measure and track financial performance of an organization.
6. Analyze and apply the strategic management process to organizations.

Disabilities Support Statement:

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.