

**HIBBING COMMUNITY COLLEGE  
COURSE OUTLINE**

**COURSE NUMBER & TITLE:** CAPP 1560: Presentation Graphics

**CREDITS:** 1 (0 Lec / 1 Lab)

**PREREQUISITES:** None (Keyboarding preferred)

**CATALOG DESCRIPTION:**

Presentation Graphics covers preparation of graphics for visualization and presentation. Students learn to create overheads, electronic flipcharts, and computer-generated slide shows using PowerPoint, input devices, and source files with pre-set output techniques.

**OUTLINE OF MAJOR CONTENT AREAS:**

- I. Overview features of presentation graphics
- II. Identification of major components of presentation graphics
- III. Formatting options of presentation graphics

**COURSE GOALS/OBJECTIVES/OUTCOMES**

Students will

1. demonstrate use of software by preparing a PowerPoint Presentation.
2. modify a presentation and demonstrate use of the Help feature for assistance.
3. identify and demonstrate use of formatting tools for changing slide appearance.
4. demonstrate inserting elements in slides.
5. create tables, charts, and graphics within slides.
6. demonstrate use of the slide master and action buttons within a presentation.
7. apply custom animation and set up slide shows.

**MNTC GOALS AND COMPETENCIES MET:**

N/A

**HCC COMPETENCIES MET:**

Working Productively and Cooperatively  
Communicating Clearly and Effectively  
Thinking Creatively and Critically

**STUDENT CONTRIBUTIONS:**

Each student will read text and complete assigned and/or individualized lessons. Students are expected to attend all lectures and working sessions, participate and contribute to class discussions, complete all assignments on time and request assistance when needed. Students should spend at least four (4) hours per week preparing for class. Attendance is critical in this class.

**STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.**

**SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS MATERIALS, ETC.)**

Textbook: As directed by Instructor. Handouts and other materials are provided in class.

<b>AASC APPROVAL DATE:</b>	<b>January 13, 2016</b>
<b>REVIEW DATE:</b>	<b>January 2021</b>

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