

Course Information Form (CIF)

Course Code: CIS 131

Course Title: Presentation Graphics (MS PowerPoint)

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 11.0201

Repeatability: 0

Credit Hours

Catalog Notation: 2-0-2

Credit Hour Distribution:

Lecture: 2

Lab: 0

Clinical: 0

Total: 2

General Course Information

Catalog Description

Learn to use PowerPoint to produce professional-looking presentations. Includes presentation management, wizards, importing/exporting, outlining, graphing, integration, hyperlinks, drawing, clip art, and scanning. Credit not given for both CIS 131 and CTC 197 + CTC 198.

General Course Objectives

To enable students to acquire advanced skills in the efficient use of graphics presentation application software.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

None

Methods of Evaluation

6 lessons, 6 projects, 6 exams, and GMetrix and MOS exams.

Instructional Materials and Additional Supplies

Microsoft PowerPoint 365 In Practice, SIMnet

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Creating and Editing Presentations	<ol style="list-style-type: none"> 1. Create, open, and save PowerPoint presentations. 2. Rearrange slides, layouts, placeholders, and text. 3. Organize content. 4. Modify theme colors and fonts. 5. Modify presentation by inserting headers and footers. 6. Modify slide by inserting, resizing, and aligning a picture from a file. 7. Modify transitions. 8. Generate hard copies by previewing and printing slides, handouts, and outlines. 9. Modify file properties. 	3	0	0
Illustrating with Pictures and Information Graphics	<ol style="list-style-type: none"> 1. Design shapes, styles, effects, and colors. 2. Modify slides using Microsoft 365 creative content. 3. Modify pictures and search other sources. 4. Create a table. 5. Modify table formatting. 6. Create a SmartArt graphic. 7. Modify SmartArt formatting. 8. Create a chart. 9. Modify chart formatting. 	4	0	0
Preparing for Delivery and Using a Slide Presentation	<ol style="list-style-type: none"> 1. Create custom theme colors and background fills. 2. Generate animation. 3. Modify slide with an online video. 4. Plan presentation with rehearsal techniques. 5. Modify display options. 6. Explain how to present using projection equipment. 7. Modify slides during a presentation using the Drawing tool. 8. Create a self-running presentation. 9. Revise a presentation to be stored externally. 	4	0	0
Customizing Images, Illustrations, and Themes	<ol style="list-style-type: none"> 1. Create shapes and drawings with ink. 2. Rearrange multiple objects. 3. Create a custom theme using slide masters. 4. Create a screenshot or screen clipping. 5. Modify pictures. 6. Create a photo album. 7. Create and use a custom template. 	4	0	0
Working with Advanced Animation, Hyperlinks, and Rich Media	<ol style="list-style-type: none"> 1. Create advanced animations. 2. Create hyperlinks and action buttons. 3. Modify slide with audio and video content. 4. Modify audio and video playback settings. 5. Create audio content and add sound to animation. 6. Modify presentation by formatting, optimizing, and compressing media. 7. Modify presentation using rich media. 	5	0	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Integrating, Reviewing, and Collaborating	<ol style="list-style-type: none"> 1. Combine presentation with content from other sources. 2. Create sections to organize slides. 3. Rewrite text using proofing tools. 4. Create custom slide shows within a presentation. 5. Create and manage comments. 6. Modify presentation for sharing. 7. Generate different file types from a presentation. 	5	0	0
Using Account Settings, Record Options, and Online Apps	<ol style="list-style-type: none"> 1. Modify Office account options and use add-ons. 2. Create a screen recording video and PowerPoint show. 3. Organize files and folders using OneDrive. 4. Modify OneDrive sharing options. 5. Create presentation using PowerPoint for the Web. 6. Create interactive online presentations using Sway. 	4	0	0
Preparing for Certification Exam	<ol style="list-style-type: none"> 1. Use GMetrix to complete at least two CertPREP practice exams to demonstrate readiness to take MOS certification exam. 	1	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
30	0	0