

Course Code: CTC 197

Course Title: Presentation Applications I

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 11.0801

Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1

Credit Hour Distribution:

Lecture: 1

Lab: 0

Clinical: 0

Total: 1

General Course Information

Catalog Description

Introduction to the use of Microsoft PowerPoint software to produce professional-looking presentations. Credit not given for both CIS 131 and CTC 197 + CTC 198.

General Course Objectives

To enable students to develop basic skills in the use of a presentation graphics application.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

None

Methods of Evaluation

3 lessons, 4 exams, and 3 projects.

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 a 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. Create a self-running presentation. 8. 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 |

Total Contact Hours

| Lecture Hours | Lab Hours | Clinical Hours |
|---------------|-----------|----------------|
| 15 | 0 | 0 |