

Course Code: CTC 198

Course Title: Presentation Applications II

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

Advanced use of Microsoft PowerPoint software to enhance presentations with customized features.
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 applications on a computer.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

Credit or concurrent enrollment in CTC 197

Methods of Evaluation

3 lessons, 4 exams, 3 projects, 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
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 a 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
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
15	0	0