CAS 109: Beginning Powerpoint

Introduces the basic features of Microsoft PowerPoint, producing multimedia slideshows for presentations to be delivered on a projection system, personal computer, or automated to run independently on a kiosk. Explores informational, educational, business, and personal presentations. Includes animations, transitions, and designs.

Course Student Learning Outcomes

Upon successful completion of this course, student will be able to:

- Use Microsoft PowerPoint to create personal and/or business on-screen presentations following current professional and/or industry standards.
- Use critical thinking skills to independently design and create on-screen presentations.

Credits: 1
Program: **Computer Applications Systems**