

**JOLIET JUNIOR COLLEGE  
DEPARTMENT OF COMPUTER INFORMATION  
AND OFFICE SYSTEMS**

**COURSE SYLLABUS**

<b>Course Prefix and Number</b>	CIS 121
<b>Course Title</b>	PowerPoint for Windows
<b>Curriculum</b>	Computer Information Systems
<b>Semester Hours</b>	1
<b>Lecture</b>	0
<b>Lab</b>	1
<b>Prerequisites</b>	None

Catalog Description

PowerPoint is a graphics application software that enables users to create a professional presentation using media such as the computer screen, overhead projector transparencies, 35 mm slides or paper. The software will enable the user to focus on the message of the presentation and the aesthetic details will be provided by the software. This course will be a valuable tool for home users, teachers and businesspersons in the community.

Course Objectives: See attached.

Prepared by:

Reviewed by:

Ram Raghuraman  
Dept. of CIOS  
12/97

Revised 7/07  
Revised 7/04  
Revised 3/04  
Revised 2/02  
Updated 12/00

Ram Raghuraman  
Department Chairperson

Date

## STUDENT MATERIALS

### A. Textbooks:

Title: Microsoft PowerPoint 2007, Marquee Series

Author: Rutkowsky

Publisher: EMC Paradigm

### B. Other Required Materials

Supply of 3-1/2 inch diskettes

### Other Course Requirements

### Student Evaluation (Type of Grading)

Homework 100 points

Class Project 100 points

Final Presentation 100 points

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

59 & below F

<u>Week/Days</u>	<u>Topic or Class Activity</u>	<u>Teaching Aids or Special Instruction</u>
1	Creating a PowerPoint Presentation	
2	Creating Graphics for Your Slides	
3	Presenting a Slide Show	
4	Integrating PowerPoint with Other Programs and with the World Wide Web	
5	Final Presentation	

## OBJECTIVES

At the end of the course, students will be able to produce a powerful presentation in the form of color overheads, 35-mm photographic slides, or on screen slides.

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