A. Course Description
   - Credits: 3.00
   - Lecture Hours/Week: 3.00
   - Lab Hours/Week: 0.00
   - OJT Hours/Week: 0
   - Prerequisites: None
   - Corequisites: None
   - MnTC Goals: None

   This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for PowerPoint.

B. Course Effective Dates: 7/1/16 – Present

C. Outline of Major Content Areas
   - As noted on course syllabus

D. Learning Outcomes
   1. Change presentation options and views
   2. Configure and present slide shows
   3. Insert and format text, shapes, and Images
   4. Manage Presentations
   5. Manage, insert, modify and order Slides
   6. Modify slide masters, handout masters, and note masters
   7. Prepare presentations for collaboration

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment
   - As noted on course syllabus

G. Special Information
   - None noted