

COURSE NAME: ZBUS 103 MICROSOFT POWERPOINT**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the essentials of Microsoft PowerPoint for office presentations. Upon completion of this course students will be able to: 1) describe how to create new presentations, tables, rows and columns, diagrams, menus, calendars, lines, columns, and pie charts, 2) explain layouts, clip art, shapes, smart art and matrix, underline text, create and insert pictures, and use page setup, 3) outline how to insert and modify clip art, spell check, enter text in text boxes, add text in tables, apply table effects, and customize the quick access toolbar, and 4) discuss how to select multiple themes and backgrounds, format text boxes and slide titles, adjust table sizes, and align table of contents.

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. [Click here to buy the 2007 software or 2010 software](#).

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:
If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.