SYLLABUS
OAT 142: Beginning PowerPoint 2013

Instructor:
Dr. Susan A. Timm
Office: M-105.02
Phone: 847-214-7916
Email: stimm@elgin.edu

COURSE DESCRIPTION:
Beginning PowerPoint 2013 is an eight-week, one-credit-hour course that teaches PowerPoint 2013, a Microsoft presentation software. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required.

COURSE OUTCOMES:
The objectives of this course are to:

- Offer an introduction to Microsoft PowerPoint 2013
- Expose you to practical examples of the computer as a useful tool.
- Acquaint you with the proper procedures to create presentations suitable for coursework, professional purposes, and personal use.
- Help you discover the underlying functionality of PowerPoint 2013 so you can become more productive.
- Provide an exercise-oriented approach that allows learning by doing.

TEXT:
Contact the ECC Bookstore: eccbookstore@elgin.edu; 847-214-7395

LEARNING METHODS:
Reading: You will be expected to read important material from the text and from outside sources that will be provided in D3L Content. Discussion is encouraged as is student-procured outside material relevant to topics being covered. Discussion forums are available in D2L for this purpose.

Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.

Quizzes: Multiple-choice quizzes will be taken on-line at the end of each chapter to help ensure students keep up with assigned material.

Chapter Production and Final Exams: Three chapter production exams and one final will be taken. The final exam will be comprehensive in nature.