BCT 109 Articulation Competencies

*Getting Started with Presentation Graphics (1 Credit)*

**This course** **teaches students to use presentation graphics software to create and view presentations, enhance the presentation with pictures, shapes, SmartArt, tables and charts and apply transitions.**

*Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.*

Student Learning Outcomes:

**CATEGORIES**

1. **Problem Solving**: A. Critical Thinking 3. **Social Interaction**: A.Collaboration

B. Creative Thinking B. Ethical Conduct

C. Quantitative Reasoning C.Professional Conduct

D. Qualitative Reasoning D. Cultural Diversity

1. **Communication**: A. Oral Expression 4. **Inquiry: A.** Information Literacy

B. Written Expression B. Research

C. Artistic Expression C. Documentation

Course Competencies Checklist:

* Open and save existing presentations. (4A)
* Create new presentations. (1A, 2B,C)
* Insert ClipArt or pictures. (4A)
* Apply appropriate. (1A)

Course Topics:

* Presentation Formatting and Layout features
* Shape, SmartArt tables and charts
* Backgrounds and Themes
* Transitions and Animations

Program Outcomes:

Students enrolled in the BCT program will do the following:

* Develop foundational knowledge in computer technologies.
* Develop communication and professional work skills.
* Make appropriate technology choices for business productivity.
* Apply Internet tools for research and collaboration.
* Prepare for industry certifications such as Microsoft Office Specialist and IC3 Digital Literacy.