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 B. Creative Thinking C. Quantitative Reasoning D. Qualitative Reasoning	**3. Social Interaction**:	A. Collaboration B. Ethical Conduct C. Professional Conduct D. Cultural Diversity
2. Communication:	A. Oral Expression B. Written Expression C. Artistic Expression	**4. Inquiry:**	**A.** Information Literacy B. Research 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)

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.

Course Topics:
- Presentation Formatting and Layout features
- Shape, SmartArt tables and charts
- Backgrounds and Themes
- Transitions and Animations