

# Minnesota

## Articulated College Credit Agreement

[www.CTEcreditMn.com](http://www.CTEcreditMn.com)

### Articulated College Credit (ACC) Agreement

Through Articulated College Credit (ACC), specific college curriculum learning outcomes and assessments are embedded in participating high school career and technical education (CTE) programs as specified in this agreement. Relevant knowledge, skills, and standards are taught by qualified CTE high school instructor(s) in one or more course. ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) listed below requiring the course in a specific program.

**Agreement Name:** **PowerPoint**  
**Agreement Reviewed/Revised:** **2023 – 2024**

**These credits are valid for students in grades 9-12 for 5 years from the completion of this course.**

College	College Course	College Program	ACC
Anoka Technical College	ADSC 1162 - Microsoft PowerPoint	*Administrative Office Specialist (A.A.S.– 60 cr.; Diploma – 39 cr.) *Office Software Specialist (Cert. – 25.cr.) *Legal Office Specialist (A.A.S. – 60 cr.; Diploma - 34 cr.) * Medical Office Specialist (A.A.S. – 60 cr.) * Medical Receptionist (Diploma. – 48 cr.)	2 credits of 2 total credits (30 hrs.)
Normandale Community College	CIM 1141 – Presentation Graphics	*Computer/Information Management – Elective Credit (A.A.S.- 60 cr.)	1 credit of 1 total credits (15 hrs.)

### Course Description

This course introduces students to business presentation and graphic concepts, and applications using PowerPoint (2010 or newer) software. Through the use of MS PowerPoint (2010 or newer) as a valuable communication tool, students will plan, organize, prepare, and produce professional quality presentations to meet organizational and business needs. **High Schools should have MS Office 2010 or newer.**

Features studied will include using templates, creating electronic presentations, handouts, effective PowerPoint strategies, multimedia technology, publishing web pages, and integration of other software into your PowerPoint (2010 or newer) presentations. In addition, the student will learn to produce slides, which include diagrams, clipart, charts, and graphs.

**Textbook:** For articulation with HTC’s CCIS1042, an example textbook is *GO! with Microsoft Office 365, PowerPoint 2019 Comprehensive*. URL: <https://www.pearson.com/us/higher-education/program/Gaskin-GO-with-Microsoft-Office-365-Power-Point-2019-Comprehensive/PGM2889774.html>

## Curriculum Learning Outcomes

To receive credit, students will master 100% of the learning outcomes.

To complete these requirements, students will:

1. Determine the purpose and outcome of the presentation
2. Analyze the audience needs and expectations
3. Assess the situation for the presentation
4. Select the appropriate media for the presentation
5. Focus plan and organize the presentation (Differentiate between linear and non-linear presentations)
6. Plan, design and create MS PowerPoint presentations
  - Create and use themes and templates
  - Utilize slide masters
  - Enter and edit text
  - Create speakers notes and audience handouts
  - Create and work with tables
  - Draw objects
  - Select, edit and enhance graphic objects
  - Add clip art and scanned art
  - Create and customize charts
  - Work with color
  - Print slides and other kinds of output
  - Use links to other applications
  - Use multimedia elements
7. Add animation, slide transitions and advanced special effects to a presentation
8. Integrate other software applications (e.g. spreadsheet) with PowerPoint
9. Create a PowerPoint presentation for the Internet (collaborate on-line). (If a high school cannot publish on line, the high school can still articulate.)
10. Apply verbal presentation skills to graphic displays
11. Apply principles of presentation design (e.g. 7X7 rule)
12. Give a presentation

## Course Assessments

Students will demonstrate achievement of the course requirements through a combination of theory tests, production tests and oral presentations.

Students must achieve an **80% or better** average on their course work (oral presentations, theory tests and production tests) to receive Articulated College Credit.

### Recommended Industry-Recognized Certification Or Comprehensive Assessment – College or High School

Comprehensive Assessment	Vendor	Other Information
Microsoft Office Specialist (MOS) PowerPoint Certification	Microsoft Office	<a href="http://www.microsoft.com">www.microsoft.com</a>

# POWERPOINT

## High School Course

Content Goals	Assessments
To create presentations	Students will obtain 80% or better on a combination of oral presentations, theory tests and production tests that demonstrate their ability to: <ul style="list-style-type: none"> <li>▪ Create Title Slides</li> <li>▪ Use Auto Formats to create a presentation</li> <li>▪ Use online Help</li> <li>▪ Apply principles of presentation design to slide shows and other presentations</li> <li>▪ Change slide layouts</li> <li>▪ Add slide transitions and text build effects</li> <li>▪ Change and copy slide order</li> <li>▪ Hide slides</li> <li>▪ Create closing slides</li> <li>▪ Design a continuous loop presentation, (self-running)</li> </ul>
To create and use templates	Students will obtain 80% or better on a combination of oral presentations, theory tests and production tests that demonstrate their ability to: <ul style="list-style-type: none"> <li>▪ Select, create and revise design templates</li> <li>▪ Use slide masters</li> </ul>
To enter and edit text	Students will obtain 80% or better on a combination of oral presentations, theory tests and production tests that demonstrate their ability to: <ul style="list-style-type: none"> <li>▪ Assign attributes and other formatting characteristics to text</li> <li>▪ Use Style Checker to identify spelling, visual clarity, case and punctuation inconsistencies</li> <li>▪ Add headers and footers</li> <li>▪ Manipulate text placeholders</li> </ul>
To utilize clip art, graphics and scanned art	Students will obtain 80% or better on a combination of oral presentations, theory tests and production tests that demonstrate their ability to: <ul style="list-style-type: none"> <li>▪ Insert and modify clip art</li> <li>▪ Create slide backgrounds using pictures</li> <li>▪ Group and layer objects</li> <li>▪ Draw objects</li> <li>▪ Create graphic objects using Word Art</li> <li>▪ Select, edit and enhance graphic objects</li> </ul>
To create and customize charts	Students will obtain 80% or better on a combination of oral presentations, theory tests and production tests that demonstrate their ability to: <ul style="list-style-type: none"> <li>▪ Embed organizational charts</li> <li>▪ Create and customize charts</li> </ul>
To use multimedia elements	Students will obtain 80% or better on a combination of oral presentations, theory tests and production tests that demonstrate their ability to: <ul style="list-style-type: none"> <li>▪ Use object linking and embedding to create slides containing interactive documents</li> <li>▪ Animate objects</li> <li>▪ Add video and sound to presentations</li> </ul>