



Course Articulation Agreement Procedures and Provisions

OFF184 - Introduction to Microsoft Office: PowerPoint

1 Credit

Students will learn the basic functions of Microsoft PowerPoint.

STUDENT PROCEDURES

1. Enroll in the required high school class.
2. Register for Tech Prep dual credit at www.bigbend.edu/techprep.
3. Register for the Tech Prep dual credit articulated course during the same academic year the high school class is completed. If a series of courses are involved in the articulation, students register for credit during the same academic year the last course in the series is completed. **Students cannot earn "retroactive credit" for courses taken in previous years.**
4. Earn a grade of 'B' (3.0) or better in all courses required under the articulation agreement.
5. Complete all required skills as identified on the competency profile.
6. If an exam or review of completed work is required under the terms of this agreement, students must receive a passing score (determined by college or industry certification) to earn college credit.

TEACHER PROCEDURES

1. Ensure all students receive a copy of the course syllabus outlining information about Tech Prep, the college course competencies, and the process required to earn college credit. See attached "College Tech Prep Notice to Students."
2. Hold students accountable for the same competency standard and course expectations as required by the college-equivalent course (*see competency list attached*).
3. If required for articulation, ensure students are prepared to take industry certification exams, complete a professional portfolio documenting their work, or take a final exam to measure their level of skill and competence in the coursework.
4. Submit final grades for all students registered to earn Tech Prep college credit **within 30 days** of high school course completion.
5. Attend scheduled meetings, workshops or in-service activities that enhance the high school/college partnership and support implementation of the Tech Prep articulated program.

ARTICULATION PROVISIONS

1. Credits in this course can be applied to degree requirements in the following programs:
 - Accounting Technology
 - Business Medical Services
 - Computer Science Technology
 - Office Information Technology

COURSE COMPETENCIES

OFF184 – INTRODUCTION TO MICROSOFT OFFICE: POWERPOINT

1 Credit

1. Start PowerPoint
2. Define presentation hardware
3. Plan an effective presentation
4. Identify the PowerPoint window
5. Enter slide text
6. Add a new slide
7. Apply a design theme
8. Compare presentation views
9. Print a presentation
10. Enter text in the Outline tab
11. Format text
12. Convert text to SmartArt
13. Insert and modify shapes
14. Edit and duplicate shapes
15. Align and group objects
16. Add slide headers and footers
17. Checking spelling and grammar
18. Insert text from Word
19. Insert clip art
20. Insert and style a picture
21. Insert a text box
22. Insert a chart
23. Enter and edit chart data
24. Insert a table
25. Insert and format WordArt
26. Understand masters
27. Customize background style
28. Use slide show commands
29. Set slide show transitions/timings
30. Set slide animation effects
31. Inspect a presentation
32. Evaluate a presentation
33. Create a design template

College Tech Prep Notice to Students

The high school syllabus MUST include a notice to students indicating the course is Tech Prep approved and articulated with one or more colleges.

The following statement is a **sample** notice. You can use/modify the statement below to include in your syllabus:

Example:

This course is College Tech Prep approved and articulated with Big Bend Community College and the following program areas:

Office Information Technology
Accounting Technology
Agriculture Technology
Business Medical Services and
Computer Science Technology

Students, who demonstrate proficiency of the college course competencies with a 'B' (3.0) or better grade, may earn college credit through the Tech Prep dual credit registration process. The college competencies are attached to this syllabus. During the (semester/year) all competencies will be covered in class...some may require additional independent work by the student. To earn college credit students are required to pass a skill check/assessment with the high school instructor.

Students may earn credit for the following college course(s):

OFF184 College Course Number 1 credit

Intro to Microsoft Office: PowerPoint College Course Name