



Course Title: Multimedia with Basic Presentation Software - DMACC Course

Description: The Multimedia course is designed to build upon the computer knowledge gained through completion of the Computer Applications. Multimedia explores the hardware and software components used to produce and manipulate sound, text, graphics, photographs, and video. Students will also construct and utilize PowerPoint as a Multimedia presentation tool. Students must meet the requirements to enroll in a DMACC course. *It is highly recommended that Computer Applications II be taken before Multimedia. Multimedia corresponds to BCA 174 Basic Presentation Software in the DMACC course guide.

DMACC BCA 174 Course Description: Introduce Microsoft PowerPoint to create and modify a presentation; students will be introduced to using charts, tables, and SmartArt within PowerPoint, custom animations, inserting objects, modifying the masters, using transitions and timings, and various methods of delivering a presentation.

<u>Reporting Topic</u>	<u>Course Level Standards</u>	<u>Competency Statement</u>
<u>PowerPoint</u>	<ul style="list-style-type: none">● Use panes, ribbons and buttons● Use help features● Identify the Window's features	Examine PowerPoint's features and terminology.
<u>Presentation Basics</u>	<ul style="list-style-type: none">● Determine major points in presentation● Utilize templates● Use the outline and slide view● Enhance text with special effects● Add graphs, charts, pictures, WordArt, and tables● Work with a slide master● Apply changes to individual slides	Design a simple slide show presentation.
<u>Editing Presentations</u>	<ul style="list-style-type: none">● Insert Word outlines and Excel objects● Move slides between presentations	Convert existing information into a presentation.
<u>Illustrations</u>	<ul style="list-style-type: none">● Use drawing tools, shapes, and freeform tool● Use guides, grids, and rulers to align and group objects● Prepare graphics, datasheets, and charts● Use options for grayscale, black and white, and color● Convert text to SmartArt	Show ways to illustrate a presentation.



	<ul style="list-style-type: none">• Modify, rearrange, merge, edit, and duplicate shapes• Use Eye Dropper feature	
<u>Professional Presentations</u>	<ul style="list-style-type: none">• Develop and customize background and design theme• Utilize animation, transitions, timings, graphics, and objects• Use proofing and language tools• Assemble presentations, speaker's notes, and handouts• Use Document Inspector's to manage meta data• Demonstrate how to set permissions	Create a professional presentation.