

Hours per week: 4

Graduation Requirement: BBA & Diploma - Required

Professors

Name	Phone number	Office	Email
Dan Allen	762-5445 #4378	Kelowna: B216H	dallen@okanagan.bc.ca
Pam Nelson			

Course Objectives (con't)**Performance Skills for Microsoft PowerPoint**

- Create a presentation using slide view, outline view, and templates
- Insert, modify, and format text, graphics, audio, and video on slides
- Apply built-in and custom animation, transition, and other special effects
- Prepare presentation materials for delivery, including notes pages and handouts
- Present a professional PowerPoint presentation

Evaluation Procedure

Weekly Assignments	15%
PowerPoint Project	10%

