Minnesota
Articulated College Credit (ACC) Agreement
www.CTEcreditMn.com

Agreement Name: **Business Presentations (PowerPoint)**

Agreement Last Reviewed: **Fall 2024**
Next Review Date: **Fall 2026**

College Courses				
Class	**Title**	**School**	**Credits**	
ADSA 1190	Presentation Graphics	Minnesota West Community & Technical College	2.0	of 2.0
ADS 1042	PowerPoint	Ridgewater College	3.0	of 3.0
OTEC 1840	Microsoft PowerPoint	South Central College	3.0	of 3.0

Minnesota West Community & Technical College	• Administrative Assistant (A.A.S. 60 cr.) • Administrative Assistant (Diploma 35 cr.)
Ridgewater College	• Administrative Assistant (A.A.S. 60 cr.) • Office Assistant (Diploma 32 cr.)
South Central College	• Administrative Office Management (A.S. 60 cr.) • Administrative Office Specialist (A.A.S. 60 cr.) • Administrative Office Specialist – Business Software (Certificate 14 cr.) • Administrative Office Specialist – Client Relations (Certificate 23 cr.) • Agribusiness Office Specialist/Manager (A.A.S. 72 cr.)

Curriculum Content Objectives
To receive credit, students will demonstrate competency in ALL of the following content objectives:
1. Discuss the role of the presentation designer
2. Plan and create a presentation following the 7x7 rule
3. Design a storyboard for a presentation
4. Use auto layout
5. Create, Save, and Print presentation using various print options
6. Open and Close presentation
7. Preview, View and Run a presentation
8. Use the Pen during a presentation
9. Add Transitions, Sound Effects and Animation to a presentation
10. Set and rehearse timings to run a presentation automatically
11. Use Microsoft PowerPoint Help
12. Prepare a presentation in Outline View
13. Format and edit a presentation

14. Use WordArt in a presentation
15. Prepare and use SmartArt objects in a presentation
16. Link objects in a presentation
17. Link one presentation to a second presentation
18. Link slides within a slide presentation
19. Embed objects in a presentation
20. Add and modify visual elements to a presentation (pictures, audio, video)
21. Import and Export data to and/or from a presentation
22. Customize a presentation
23. Use color and space as a design tool in a presentation
24. Create graphics and charts for statistical data for a presentation
25. Design a tabular layout for a presentation
26. Modify and create master slide formats
27. Work with templates for background designs
28. Add action and hyperlink buttons to a presentation
29. Utilize computer input devices
30. Discuss presentation planning and audience considerations
31. Develop speaker notes
32. Create a video from a presentation
33. Research, prepare, and present a capstone business presentation
34. Package a presentation
35. Create a photo album
36. Customize slide size
37. Inspect and protect files
38. Demonstrate proficiency with citations, footnotes, and styles

Software Year

❑ PowerPoint 2019 ❑ MS Office 365 ❑ Other (please specify) _____

Assessments
Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

ACC Concept
Through Articulated College Credit (ACC) Program, specific college curriculum content goals 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(s). ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) articulated requiring the course in a specific program.