CS 162.11B Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 162.11B   Title: INTRO POWERPOINT LEVEL 2
Full Title: Intro to MS PowerPoint, Level 2, for Office Professionals
Last Reviewed: 2/28/2000

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	8.00	2	Lecture Scheduled	16.00
Minimum	0.50		Lab Scheduled	0	1	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	8.00		Contact Total	16.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00   Total Student Learning Hours: 48.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 162.5B

Catalog Description:
Students will create, modify, and rearrange slides in Outline view; add charts, tables, and organization charts; add multimedia elements such as sound, video clips, and scanned images; select color schemes and templates; add animated text, objects, and charts; link slides; prepare a custom slide show; and save presentation for other uses. (Formerly BOT 86.30A).

Prerequisites/Corequisites:

Recommended Preparation:
Completion of CS 162.11B (formerly BOT 162.5B) or equivalent knowledge.

Limits on Enrollment:

Schedule of Classes Information:
Description: Students will create, modify, and rearrange slides in Outline view; add charts, tables, and organization charts; add multimedia elements such as sound, video, clips, and scanned images; select color schemes and templates; add animated text, objects, and charts; link slides; prepare a custom slide show. (Formerly BOT 86.30A) (P/NP Only)
Prerequisites/Corequisites:

Recommended: Completion of CS 162.11B (formerly BOT 162.5B) or equivalent knowledge.
Limits on Enrollment:
Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The student will:
1. Work with slide outlines to create, modify, and rearrange slides
2. Add charts and tables to organize and present data
3. Create organization chart in a slide
4. Add multimedia elements including sound, video clips, and scanned images
5. Design colorful backgrounds and designs by using color schemes and templates
6. Animate text, objects, and chart elements
7. Link text or objects on one slide to other slides
8. Prepare final presentation using speaker notes and meeting notes
9. Save presentation for use on 35mm slides, WWW, or on another computer

Topics and Scope:

1. Review the Basics
2. Working with Slide Outlines
   A. Create slides in Outline view and rearrange slides
3. Creating Charts and Tables
   A. Create and customize charts
   B. Create Tables
4. Creating Organization Charts
   A. Add, customize, and modify organization charts
   B. Modify boxes, change fonts and colors, and align text
5. Adding Multimedia Elements
   A. Insert sounds, video clips, and scanned images
   B. Customize multimedia elements

6. Working with Color Schemes and Templates
   A. Modify slide masters
   B. Create and modify color schemes and create custom backgrounds
   C. Create presentations from templates
7. Animating Text and Objects
   A. Animate text, objects, and chart elements
8. Linking Slides
   A. Insert hyperlinks
   B. Use action settings and insert action buttons
9. Preparing Presentations
   A. Create custom slide shows with speaker notes and meeting notes
   B. Change show types
10. Saving Presentations in Other Formats
   A. Save presentations for other media such as overheads, 35mm slides, and World Wide Web
   B. Save presentations for an automatic launch
   C. Prepare presentations for other computers

Assignment:

Completion of exercises and drills.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Application problems	Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions	Skill Demonstrations 20 - 75%

Exams: All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

| Attendance, class participation, staying on task | Other Category
5 - 30% |

Representative Textbooks and Materials:
PowerPoint, Module II, ComputerPrep, 1998