

BOT 73.15A Course Outline as of Fall 2000**CATALOG INFORMATION**

Dept and Nbr: BOT 73.15A Title: MS POWERPOINT
 Full Title: Microsoft PowerPoint for the Office Professional
 Last Reviewed: 12/12/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	1.50	4	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

Designed for the office professional or other serious personal computer user. Emphasizes creation of slide presentations, adding visual elements, inserting data from other sources, customizing a presentation and delivering a presentation.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:**Schedule of Classes Information:**

Description: Designed for the office professional or other serious personal computer user. Emphasizes creation of slide presentations, adding visual elements, inserting data from other sources, customizing a presentation and delivering a presentation. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 2000	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Students will:

1. Create a presentation.
2. Add textual information.
3. Add visual elements.
4. Bring in data from other sources.
5. Modify a presentation.
6. Prepare a distribution.
7. Customize a presentation.
8. Deliver presentations.

Topics and Scope:

1. Creating a presentation
 - a. Create from a template
 - b. Create from an existing presentation
 - c. Delete slides
2. Adding text
 - a. Enter text in a slide and outline view
 - b. Enter bulleted information
 - c. Change the text alignment
3. Adding visuals
 - a. Add formatting
 - b. Build a graph
 - c. Draw an object
 - d. Rotate and fill an object
 - e. Scale and size an object
 - f. Add a table
 - g. Add shapes
 - h. Animate objects

- i. Add transitions
- j. Add an organizational chart
- k. Set custom options
- l. Check styles
4. Bringing in data
 - a. Add clip art
 - b. Insert an Excel chart
 - c. Import text from Word
 - d. Add scanned images
 - e. Add sound and movie
 - f. Export an outline to Word
5. Modifying a presentation
 - a. Change the sequence of a slide
 - b. Find and replace text
 - c. Modify the slide master
 - d. Modify sequence in outline mode
 - e. Change tabs
 - f. Change fonts
 - g. Change the alignment of text
6. Prepare for distribution
 - a. Finishing touches
 - b. Spell check
 - c. Set automatic slide timing
7. Customizing
 - a. Create a custom background
 - b. Customize a color scheme
 - c. Customize clip art and other objects
 - d. Recolor and edit objects
 - e. Apply a template from another presentation
 - f. Add links to other slides within the presentation
 - g. Hide slides
8. Delivering presentation
 - a. Start a slide show on any slide
 - b. Use on screen navigation tools
 - c. Generate meeting notes
 - d. Electronically incorporate meeting feedback
 - e. Print slides in a variety of formats
 - f. Print color presentations
 - g. Export to overhead
 - h. Export to 35mm slides
 - i. Present with presentation conferencing
 - j. Save presentation for use on another computer
 - k. Save for Internet

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.

Homework problems, Quizzes, Exams

Problem solving
10 - 50%

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

Software functions & formatting

Skill Demonstrations
40 - 50%

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

Multiple choice, True/false, Matching items, Completion, Production exams

Exams
5 - 20%

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

Attendance/participation

Other Category
0 - 10%

Representative Textbooks and Materials:

PowerPoint MOUS Essentials Expert, QUE E & T, 1999