

CS 62.11B Course Outline as of Fall 2009**CATALOG INFORMATION**

Dept and Nbr: CS 62.11B Title: MS POWERPOINT, EXPERT

Full Title: Microsoft PowerPoint, Expert

Last Reviewed: 3/14/2016

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: BOT 73.15B

Catalog Description:

This course emphasizes customizing PowerPoint presentations, creating logos, creating interactive presentations, animating text and objects, and saving PowerPoint presentations as Web pages.

Prerequisites/Corequisites:

Course Completion or Current Enrollment in CS 62.11 (or CS 62.11A or BOT 73.15A)

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

Description: This course emphasizes customizing PowerPoint presentations, creating logos, creating interactive presentations, animating text and objects, and saving PowerPoint presentations as Web pages. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 62.11 (or CS 62.11A or BOT 73.15A)

Recommended:

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:	Fall 2022
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Choose and restructure a chart for inclusion to a PowerPoint presentation
2. Create, modify, and format diagrams
3. Choose, format, and organize ClipArt, photos, sound files, and movie files
4. Develop, insert, view, edit, and delete slide comments
5. Evaluate concerns established from the Document Inspector
6. Create custom handouts
7. Prepare a formal PowerPoint slide show with animation and transitions

Topics and Scope:

1. Charts
 - A. Layouts
 - B. Quick Styles
 - C. Chart elements
2. Diagrams
 - A. SmartArt diagrams
 - B. Quick Styles
 - C. Diagram types
3. Graphics
 - A. Clip Art
 - B. Pictures from files
 - C. Drawn shapes
 - D. Sound files
 - E. Movie files
4. Reviewing a presentation
 - A. Comments
 - B. Compatibility checker

- C. Document inspector
 - D. Presentation permissions
 - E. Digital signature
5. Slide show
- A. Animations
 - B. Custom shows
 - C. Self-running shows
 - D. Packaging the presentation

Assignment:

Completion of exercises and drills .
 Submission of assignments to an online drop box.
 Final project uploaded online to demonstrate skills presented in class.
 Multiple choice or completion of online quizzes or tests.
 Attendance and participation in classroom and/or online environment.

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

Problem solving
20 - 50%

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

Software functions and formatting

Skill Demonstrations
40 - 50%

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

Multiple choice, True/false, Production exams

Exams
5 - 20%

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

Attendance and participation

Other Category
0 - 10%

Representative Textbooks and Materials:

GO! with Microsoft Office PowerPoint 2007 Comprehensive Textbook with Student CD,
Prentice Hall/Pearson Higher Education, Shelly Gaskin and Diance Roselli 2008