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