

**CS 62.11A Course Outline as of Spring 2011****CATALOG INFORMATION**

Dept and Nbr: CS 62.11A Title: MS POWERPOINT, PART 1

Full Title: Microsoft PowerPoint, Part 1

Last Reviewed: 3/14/2016

<b>Units</b>	<b>Course Hours per Week</b>		<b>Nbr of Weeks</b>		<b>Course Hours Total</b>	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

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 73.15A

**Catalog Description:**

This course emphasizes the creation of slide presentations by adding visual elements, applying textual formatting, and working with graphics and slide customization.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: This course emphasizes the creation of slide presentations by adding visual elements, applying textual formatting, and working with graphics and slide customization.

(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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Transferable	Effective:	Fall 2000	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

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

1. Create a presentation.
2. Add textual information.
3. Add visual elements.
4. Modify and format slides and presentations.
5. Add graphic elements.

**Topics and Scope:**

1. Overview of a PowerPoint presentation
  - a. Opening an existing presentation
  - b. Editing a presentation
  - c. Viewing a slide show in different view modes
  - d. Adding speaker notes, headers, and footers
  - e. Previewing, printing slides, notes pages, and handouts
2. Creating and modifying a presentation
  - a. Text for a presentation in various layouts
  - b. Editing text and fonts
  - c. Using cut, copy, and paste
  - d. Design themes
  - e. Slide backgrounds
3. Formatting a presentation
  - a. Character spacing and line spacing
  - b. Find and replace
  - c. Graphic objects
  - d. Bullets and numbers
  - e. Slide master elements
4. Enhancing a presentation with graphic elements
  - a. Clip Art
  - b. Shapes and lines

- c. Adding text to shapes
- d. WordArt
- e. SmartArt graphics

**Assignment:**

Reading of approximately 20 pages per week in textbook  
 Completion of exercises and drills  
 Weekly quizzes  
 Completion of unit projects

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

Exercises and drills	Problem solving 20 - 50%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Unit projects	Skill Demonstrations 40 - 50%
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**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes: Multiple choice, true/false, matching items, completion	Exams 5 - 20%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation	Other Category 0 - 10%
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**Representative Textbooks and Materials:**

GO! with Microsoft Office PowerPoint 2007 Comprehensive Textbook, Prentice Hall/Pearson Higher Education, Shelly Gaskin, Diane Marie Roselli-Tschudy, 2008.