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: 12/12/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
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:

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:
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%

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%

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

Unit projects	Skill Demonstrations 40 - 50%

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

Quizzes: Multiple choice, true/false, matching items, completion	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, Prentice Hall/Pearson Higher Education, Shelly Gaskin, Diane Marie Roselli-Tschudy, 2008.