Approved (Changed Course)

CS 62.11B Course Outline as of Fall 2016

CATALOG INFORMATION

Dept and Nbr: CS 62.11B   Title: MS POWERPOINT, PART 2
Full Title: Microsoft PowerPoint, Part 2
Last Reviewed: 3/14/2016

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 73.15B

Catalog Description:
This course emphasizes the creation of interactive PowerPoint presentations, animating text and objects, adding, formatting, and modifying pictures, charts and tables, and saving PowerPoint presentations in a variety of formats and delivery methods.

Prerequisites/Corequisites:
Course Completion or Current Enrollment in CS 62.11A

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course emphasizes the creation of interactive PowerPoint presentations, animating text and objects, adding, formatting, and modifying pictures, charts and tables, and saving PowerPoint presentations in a variety of formats and delivery methods. (Grade or P/NP)
Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 62.11A
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. Apply advanced graphic techniques to presentations.
2. Insert and format PowerPoint charts.
3. Enhance a presentation with sound and images.
4. Enhance the delivery of a presentation with custom animation and transition effects
5. Deliver a presentation using on-screen navigation tools.
6. Insert and format tables from PowerPoint, Word, and Excel.
7. Publish a presentation as a web page.

Topics and Scope:

I. Apply enhanced graphic techniques and insert audio and video
  A. User picture corrections
  B. Add borders to a picture
  C. Change the shape of a picture
  D. Add a picture to a WordArt object and merge shapes
  E. Enhance a presentation with audio and video
  F. Create a photo album
  G. Edit a photo album and add captions
  H. Crop a picture
II. Deliver a presentation
  A. Apply and modify slide transitions
  B. Utilize custom animation effects
  C. Modify animation effects
  D. Insert hyperlinks
  E. Create custom slide shows
  F. Present and view a slide presentation
III. Create presentations using tables and pie charts
  A. Add a table to a presentation

B. Add or delete table rows, columns, or cells
C. Move and size a table
D. Modify a table
E. Insert a section header
F. Create and modify pie charts
G. Create and apply a chart template
H. Apply animation to a chart
IV. Develop presentations using advanced table features and publish presentations
A. Draw tables
B. Modify a table using draw borders
C. Create and modify a text box
D. Insert outline text from another program into a PowerPoint presentation
E. Save a presentation in other formats
F. Create a video
G. Copy a presentation to CD, DVD, network, or local drive

Assignment:

Reading of approximately 20 pages per week in textbook
Project presentation exercises
Final project
4 online quizzes
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.

Project presentation exercises	Problem solving 20 - 50%

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

Final project	Skill Demonstrations 40 - 50%

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

4 online quizzes	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 PowerPoint 2013 Comprehensive. Gaskin, Shelley; Vargas, Alicia; Marks, Suzanne. Prentice Hall: 2014