

CS 62.11A Course Outline as of Fall 2018**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

Approval and Dates

Version:	05	Course Created/Approved:	3/13/2000
Version Created:	2/22/2018	Course Last Modified:	6/2/2024
Submitter:	Sarah Whyly	Course last full review:	12/12/2023
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	12/12/2023
Version Status Date:	2/26/2018	Semester Last Taught:	Spring 2024
Version Term Effective:	Fall 2018	Term Inactive:	Fall 2024

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Compose a PowerPoint presentation with textual information and visual elements.
2. Manipulate existing PowerPoint presentations using editing tools.
3. Create an effective presentation based upon industry standards.

Objectives:

At the conclusion of this course, the student should 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:

- I. Overview of a PowerPoint presentation
 - A. Create a new presentation
 - B. Edit a presentation in normal view
 - C. Add pictures to a presentation
 - D. Print and view a presentation
 - E. Edit an existing presentation

- F. Format a presentation
- G. Use slide sorter view
- H. Apply slide transitions
- II. Format PowerPoint presentations
 - A. Format numbered and bulleted lists
 - B. Insert online pictures
 - C. Insert text boxes and shapes
 - D. Format objects shapes
 - E. Remove picture backgrounds
 - F. Insert and format a WordArt object
 - G. Create and format a SmartArt graphic
- III. Enhance a presentation with visual elements such as: animation, video, tables, and charts
 - A. Customize side backgrounds and themes
 - B. Animate a slide show
 - C. Insert a video
 - D. Create and modify tables
 - E. Insert and modify charts
- IV. Create templates and review, publish, compare, combine, and protect presentations
 - A. Create a custom template by modifying slide masters
 - B. Apply a custom template to a presentation
 - C. Create and edit comments
 - D. Compare and combine presentations
 - E. Prepare a presentation for distribution
 - F. Project a presentation

Assignment:

Reading of approximately 20 pages per week in textbook
 Project presentation exercises
 4 online quizzes
 Chapter and final 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.

Project presentation exercises

Problem solving
20 - 50%

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

Chapter and final projects

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

OTHER REQUIRED ELEMENTS

STUDENT PREPARATION

Matric Assessment Required:	E	Requires English Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	A	Auto-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

BASIC INFORMATION, HOURS/UNITS & REPEATABILITY

Method of instruction:	02	Lecture
	72	Internet-Based, Delayed Interaction
	71	Internet-Based, Simultaneous Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Certificate Applicable Course
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

SCHEDULING

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0701	Computer & Information Science

OTHER CODES

Discipline:	Office Technologies	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed, Not CVU/CVC Developed
Distance Ed Approved:	Y	Either online or hybrid, as determined by instructor
Emergency Distance Ed Approved:	Y	Fully Online Partially Online Online with flexible in-person activities
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0514.00	Office Technology/Office Computer Applic
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course

In-service:

N

Not an in-Service Course