Approved (Changed Course)
CS 62.11B Course Outline as of Fall 2018

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:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Compose a PowerPoint presentation using advanced features that includes textual information, visual elements, and data from other sources.
2. Manipulate existing PowerPoint presentations using advanced editing tools such as theme, layout, timing, and animation.
3. Demonstrate the ability to create an effective presentation based upon industry standards.

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