

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

Approval and Dates

Version:	06	Course Created/Approved:	5/8/2000
Version Created:	2/22/2018	Course Last Modified:	12/1/2021
Submitter:	Sarah Whyly	Course last full review:	3/14/2016
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	3/14/2016
Version Status Date:	2/26/2018	Semester Last Taught:	Fall 2019
Version Term Effective:	Fall 2018	Term Inactive:	Fall 2022

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

OTHER REQUIRED ELEMENTS

STUDENT PREPARATION

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	U	User Generated Text
Advisories-generate description:	NA	No Advisory
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	Y	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