BOT 73.15B Course Outline as of Spring 2001

CATALOG INFORMATION

Dept and Nbr: BOT 73.15B Title: MS POWERPOINT EXPERT
Full Title: MS PowerPoint Expert Level for the Office Professional
Last Reviewed: 3/14/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	1.50		Contact DHR	26.25
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 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 86.80

Catalog Description:
Designed for the office professional or other serious personal computer user. Emphasizes customizing PowerPoint presentations, creating logos, creating interactive presentations, animating text and objects, and saving PowerPoint presentations as Web pages.

Prerequisites/Corequisites:
Course Completion or Current Enrollment in CS 62.11 (or CS 62.11A or BOT 73.15A)

Recommended Preparation:
Course Completion or Concurrent Enrollment in CS 62.11 (or CS 62.11A or BOT 73.15A)

Limits on Enrollment:

Schedule of Classes Information:
Description: Designed for the office professional or other serious personal computer user. Emphasizes customizing PowerPoint presentations, creating logos, creating interactive presentations, animating text and objects, and saving PowerPoint presentations as Web pages. (Grade or P/NP)
Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 62.11 (or CS 62.11A or BOT 73.15A)

Recommended: Course Completion or Concurrent Enrollment in CS 62.11 (or CS 62.11A or BOT 73.15A)
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:
Students will:
1. Create custom backgrounds
2. Create logos
3. Scale objects
4. Create interactive documents
5. Animate text and objects
6. Run a slide show with hidden slide and interactive documents
7. Save PowerPoint presentations as Web pages

Topics and Scope:

1. Create custom backgrounds
   A. Modify font colors
   B. Use photographs and graphics as backgrounds
2. Create logos
   A. Change logo object colors
   B. Change logo borders
3. Use WordArt
   A. Change size
   B. Add to slide master
4. Create interactive documents
   A. Add action buttons and action settings
   B. Create hyperlinks
5. Animate objects
   A. Apply custom animation
   B. Add sound

C. Use timing
6. Run a slide show with hidden slide and interactive documents
7. Save PowerPoint presentations as Web pages
   A. Save PowerPoint presentation as Web page
   B. View an HTML file using a Web browser

Assignment:

1. Reading assignments from textbook and outside sources
2. Hands-on computer activities

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.

Quizzes, Application problems	Problem solving 20 - 50%

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

Software functions	Skill Demonstrations 20 - 70%

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

Multiple choice, True/false, Production exams	Exams 10 - 60%

Other: Includes any assessment tools that do not logically fit into the above categories.

None	Other Category 0 - 0%

Representative Textbooks and Materials:
Microsoft PowerPoint 2000, Course Technology, 2000