CS 62.11 Course Outline as of Fall 2025

CATALOG INFORMATION

Dept and Nbr: CS 62.11 Title: MS POWERPOINT Full Title: Microsoft PowerPoint 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:	CS 62.11A

Catalog Description:

In this course, students will learn to create slide presentations by adding visual elements, applying textual formatting, and working with graphics and slide customization.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:

Description: In this course, students will learn to create slide presentations by adding visual elements, applying textual formatting, and working with graphics and slide customization. (Grade or P/NP) Prerequisites/Corequisites: Recommended: Limits on Enrollment: Transfer Credit: CSU;

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: CSU GE:	Area Transfer Area	1		Effective: Effective:	Inactive: Inactive:
IGETC:	Transfer Area			Effective:	Inactive:
CSU Transfer	:Transferable	Effective:	Fall 2000	Inactive:	
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 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 an effective presentation.
- 2. Add, edit, and format textual information.
- 3. Add, edit, and format visual elements.
- 4. Modify and format slides and presentations.
- 5. Add graphic elements.
- 6. Utilize a variety of online and digital resources to enrich presentations.

Topics and Scope:

- I. Overview of a PowerPoint Presentation
 - A. Create a new presentation
 - B. Edit a presentation in normal view
 - C. Add graphics (photos, icons, charts) to a presentation
 - D. Print and view a presentation using various modes
 - E. Edit an existing presentation
 - F. Use slide sorter view
 - G. Apply slide transitions
- II. Format PowerPoint Presentations
 - A. Format numbered and bulleted lists
 - B. Insert online pictures (explore graphic resources and archives)
 - 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
 - F. Insert interactive features (links, buttons, animations)
- 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
 - G. Develop a collaborative presentation with a team (share, link, and invite)

Assignment:

Formative Assignments:

1. Reading in textbook or provided resources usually aligned with a related written assignment - see below (approximately 20 pages per week).

- 2. Written assignments (200-500 words), may include:
 - A. Writings.
 - B. Summaries.
 - C. Responses to readings or in-class presentations
- 3. Regular quizzes related to tools and software.
- 4. Regular practice exercises demonstrating skill performance.
- 5. Presentations related to given real-world problems.

Summative Assignments:

- 1. Major project(s) demonstrating skills and real-world problem solving (1-2).
- 2. Final exam.

Methods of Evaluation/Basis of Grade:

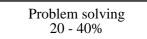
Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written assignments

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Presentations

Writing 10 - 20%



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

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Practice exercises; major project(s)	Skill Demonstrations 30 - 40%
Exams: All forms of formal testing, other than skill performance exams.	
Regular quizzes; final exam	Exams 5 - 20%
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 Best Practices, Tips and Techniques: An indispensable guide to mastering PowerPoint's advanced tools to create engaging presentations. Bosse, Chantal. Packt Publishing. 2023.