


CS62.11A Introduction to PowerPoint I



This course follows a module structure. **GET STARTED NOW** by clicking on **Modules** in the course menu. If you are on a desktop computer and the course menu is not visible, click on the  to expand it.

Syllabus

Instructor: Sarah Whyly

Email: swhyly@santarosa.edu (<mailto:swhyly@santarosa.edu>) or Canvas Inbox

Phone: 707.307.3034

Office Hours: Via Zoom on Thursday afternoons from (check out the link in the Canvas navigation), Text message, and/or Email. Let the instructor know which mode you prefer!

Email Response Time: I respond to Canvas Inbox emails within 48 hours, in most instances, during the week. Text messages are replied to in a similar time frame.

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:

Recommended: Eligibility for ENGL 100 or ESL 100 **Limits on Enrollment:**

Transfer Credit: CSU;

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

COURSE CONTENT

Student Learning Outcomes:

Students will 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:

Upon completion of the course, students will 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

Overview of a PowerPoint presentation

1. Opening an existing presentation
2. Editing a presentation
3. Viewing a slide show in different view modes
4. Adding speaker notes, headers, and footers
5. Previewing, printing slides, notes pages, and handouts

Creating and modifying a presentation

2. Text for a presentation in various layouts
3. Editing text and fonts
4. Using cut, copy, and paste
5. Design themes
6. Slide backgrounds

Formatting a presentation

3. Character spacing and line spacing
4. Find and replace
5. Graphic objects
6. Bullets and numbers
7. Slide master elements

Enhancing a presentation with graphic elements

4. Clip Art
5. Shapes and lines
6. Adding text to shapes
7. WordArt
8. SmartArt graphics

Assignments will include:

- Reading of approximately 20 pages per week in textbook (Please note that this online version of the course is 8 weeks and readings are increased based upon the compressed nature of the course.)
- Completion of exercises and drills
- Weekly quizzes
- Completion of unit projects

Late Work Policy

I do not accept late work in this course. The course is very short (8 weeks) and students must be prepared to stay on task and work each week on the material in preparation for submitting it. Since the due dates are known ahead of time, students can submit any time ahead of the deadline and

should not wait until the last minute to complete and submit work. It is the job of the student to check and verify dates and times that work is due; just like at a real job, these due dates/times might vary and students should plan ahead for that. This class endeavors to help students be prepared for managing expectations for multiple due dates as they would experience in a professional capacity. I may, at the end of each course, and at my discretion, offer the entire class opportunities to make up missed work but this will not be introduced until the final week of the course and it is at the discretion of the instructor whether or not to offer that opportunity.

Textbooks and Learning Materials

I have a policy that all materials for my courses that are required must be affordable. With that in mind, here is what you will need for the course:

☞ [\(https://www.scribd.com/\)](https://www.scribd.com/) **Scribd.com membership**: This site is an online library that allows me to make collections of readings and books for our class. Please be sure to read the options below for signing up for a membership to use the library. This is the link to our [class bookshelf](https://www.scribd.com/collections/17148483/CS-Courses) ☞ [\(https://www.scribd.com/collections/17148483/CS-Courses\)](https://www.scribd.com/collections/17148483/CS-Courses). The textbook, "**Step by Step**", can be accessed here and is required for the course. If you wish to purchase a hard copy of the book, please click [here](https://www.microsoftpressstore.com/store/microsoft-office-2016-step-by-step-9780735699236#downloads) ☞ [\(https://www.microsoftpressstore.com/store/microsoft-office-2016-step-by-step-9780735699236#downloads\)](https://www.microsoftpressstore.com/store/microsoft-office-2016-step-by-step-9780735699236#downloads) but you do not need a physical copy; I strongly urge you to consider the e-copy at Scribd.com since the subscription **cost is \$9.99 per month**.

You have two options for the monthly subscription to Scribd:

1. You can use the link that Scribd has provided me [here](https://www.scribd.com/g/5yuqn) ☞ [\(https://www.scribd.com/g/5yuqn\)](https://www.scribd.com/g/5yuqn) which offers you **two months for free** before you have to pay for a subscription. This gets me free months of the service also.
2. You can use the Scribd.com link [here](https://www.scribd.com/) ☞ [\(https://www.scribd.com/\)](https://www.scribd.com/), which offers you **one month for free** before you have to pay for a subscription. This doesn't result in any free months for me.

Subscription to Office 365 ☞ [\(https://it.santarosa.edu/o365-students\)](https://it.santarosa.edu/o365-students). As a student of the college, you can get this software for free by following the instructions found on the SRJC IT page.

GCF LearnFree Tutorials and Guides: These are free and can be accessed here through the [GCF LearnFree website](http://www.gcflearnfree.org/topics/office2016/) ☞ [\(http://www.gcflearnfree.org/topics/office2016/\)](http://www.gcflearnfree.org/topics/office2016/). I will often link guides and tutorials through the modules to specific units and sections I want you to work through.

Assignments and Evaluative Exercises:

Weekly Discussion Boards: 20 pts. – These are part attendance/participation tracking and part interactive applied skills exercises. You will be asked to consider a question or multiple questions and apply what you know of the subject matter thus far to answer. You will also be expected to respond to your peers.

160 pts. possible

Weekly Skills Assignments: 35-100 pts. each – These assignments will offer you the opportunity to demonstrate what you are learning through a guided project which will require you to make use of the material from the reading and from additional lesson material each week.

280-800 pts. possible

Quizzes: 25-50 pts. – These quizzes will occur every other week and will contain a mix of questions from the lesson content and reading material and demonstrated application of skills.

200-400 pts. possible

Unit Projects: 100-150 pts. – These will be given on 3 separate occasions during the course and will consist of an extended project similar to the weekly skills assessment assignments. Students will be expected to demonstrate a mastery of skill sets drawn from various chapters and lessons.

300-450 pts. possible

Students with Disabilities:

Students with disabilities needing academic accommodations should register with and provide documentation to the Student Disability Resources Department (SDRD). Please bring verification to class from the SDRD indicating your need and approval for academic accommodations. This should be done within the first week of class.

Please speak with me if you have any questions.

You can visit the Santa Rosa Disabilities Resources Department at the following link:

[SRJC DRD](https://drd.santarosa.edu/getting-started)  [_ \(https://drd.santarosa.edu/getting-started\)](https://drd.santarosa.edu/getting-started)