

CATALOG INFORMATION

Dept and Nbr: CS 62.11A      Title: MS POWERPOINT, PART 1  
Full Title: Microsoft PowerPoint, Part 1  
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: BOT 73.15A

**Catalog Description:**  
This course emphasizes the creation of slide presentations by adding visual elements, applying textual formatting, and working with graphics and slide customization.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
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/Corequisites:  
Recommended: Eligibility for ENGL 100 or ESL 100  
Limits on Enrollment:  
Transfer Credit: CSU;

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

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>			Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>			Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>			Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 2000	Inactive:	
<b>UC Transfer:</b>		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 a presentation.
2. Add textual information.
3. Add visual elements.
4. Modify and format slides and presentations.
5. Add graphic elements.

### **Topics and Scope:**

- I. Overview of a PowerPoint presentation
  - A. Create a new presentation
  - B. Edit a presentation in normal view
  - C. Add pictures to a presentation
  - D. Print and view a presentation
  - E. Edit an existing presentation
  - F. Format a presentation
  - G. Use slide sorter view
  - H. Apply slide transitions
- II. Format PowerPoint presentations
  - A. Format numbered and bulleted lists
  - B. Insert online pictures
  - 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 slide backgrounds and themes
  - B. Animate a slide show
  - C. Insert a video
  - D. Create and modify tables
  - E. Insert and modify charts
- 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

### Assignment:

Reading of approximately 20 pages per week in textbook  
 Project presentation exercises  
 4 online quizzes  
 Chapter and final projects

### 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.

Chapter and final projects

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
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Other Category 0 - 10%
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**Representative Textbooks and Materials:**

GO! with Microsoft PowerPoint 2013 Comprehensive. Gaskin, Shelley; Vargas, Alicia; Marks, Suzanne. Prentice Hall: 2014