

**CS 62.11A Course Outline as of Fall 2009****CATALOG INFORMATION**

Dept and Nbr: CS 62.11A      Title: MS POWERPOINT  
 Full Title: Microsoft PowerPoint for the Office Professional  
 Last Reviewed: 12/12/2023

| 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         | 1.50 | 4            | Lab Scheduled      | 26.25 |
|         |      | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |      | 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 73.15A

**Catalog Description:**

Designed for the office professional or other serious personal computer user. Emphasizes creation of slide presentations, adding visual elements, inserting data from other sources, customizing a presentation and delivering a presentation.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Designed for the office professional or other serious personal computer user. Emphasizes creation of slide presentations, adding visual elements, inserting data from other sources, customizing a presentation and delivering a presentation. (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**

### **Outcomes and Objectives:**

Students will:

1. Create a presentation.
2. Add textual information.
3. Add visual elements.
4. Bring in data from other sources.
5. Modify a presentation.
6. Prepare a distribution.
7. Customize a presentation.
8. Deliver presentations.

### **Topics and Scope:**

1. Creating a presentation
  - a. Create from a template
  - b. Create from an existing presentation
  - c. Delete slides
2. Adding text
  - a. Enter text in a slide and outline view
  - b. Enter bulleted information
  - c. Change the text alignment
3. Adding visuals
  - a. Add formatting
  - b. Build a graph
  - c. Draw an object
  - d. Rotate and fill an object
  - e. Scale and size an object
  - f. Add a table
  - g. Add shapes
  - h. Animate objects

- i. Add transitions
- j. Add an organizational chart
- k. Set custom options
- l. Check styles
4. Bringing in data
  - a. Add clip art
  - b. Insert an Excel chart
  - c. Import text from Word
  - d. Add scanned images
  - e. Add sound and movie
  - f. Export an outline to Word
5. Modifying a presentation
  - a. Change the sequence of a slide
  - b. Find and replace text
  - c. Modify the slide master
  - d. Modify sequence in outline mode
  - e. Change tabs
  - f. Change fonts
  - g. Change the alignment of text
6. Prepare for distribution
  - a. Finishing touches
  - b. Spell check
  - c. Set automatic slide timing
7. Customizing
  - a. Create a custom background
  - b. Customize a color scheme
  - c. Customize clip art and other objects
  - d. Recolor and edit objects
  - e. Apply a template from another presentation
  - f. Add links to other slides within the presentation
  - g. Hide slides
8. Delivering presentation
  - a. Start a slide show on any slide
  - b. Use on screen navigation tools
  - c. Generate meeting notes
  - d. Electronically incorporate meeting feedback
  - e. Print slides in a variety of formats
  - f. Print color presentations
  - g. Export to overhead
  - h. Export to 35mm slides
  - i. Present with presentation conferencing
  - j. Save presentation for use on another computer
  - k. Save for Internet

**Assignment:**

Completion of exercises and drills.

**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.

Homework problems, Quizzes, Exams

Problem solving  
20 - 50%

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

Software functions & formatting

Skill Demonstrations  
40 - 50%

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

Multiple choice, True/false, Matching items, Completion, Production exams

Exams  
5 - 20%

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

Attendance/participation

Other Category  
0 - 10%

**Representative Textbooks and Materials:**

PowerPoint MOUS Essentials Expert, QUE E & T, 1999