

CS 62.11B Course Outline as of Spring 2011**CATALOG INFORMATION**

Dept and Nbr: CS 62.11B Title: MS POWERPOINT, PART 2

Full Title: Microsoft PowerPoint, Part 2

Last Reviewed: 3/14/2016

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 73.15B

Catalog Description:

This course emphasizes the creation of interactive PowerPoint presentations, animating text and objects, adding, formatting, and modifying pictures, charts and tables, and saving PowerPoint presentations in a variety of formats and delivery methods.

Prerequisites/Corequisites:

Course Completion or Current Enrollment in CS 62.11 (or CS 62.11A or BOT 73.15A)

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

Description: This course emphasizes the creation of interactive PowerPoint presentations, animating text and objects, adding, formatting, and modifying pictures, charts and tables, and saving PowerPoint presentations in a variety of formats and delivery methods. (Grade or P/NP)

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

Recommended:

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:

Upon completion of the course, students will be able to:

1. Apply advanced graphic techniques to presentations.
2. Insert and format PowerPoint charts.
3. Enhance a presentation with sound and images.
4. Enhance the delivery of a presentation with custom animation and transition effects
5. Deliver a presentation using on-screen navigation tools.
6. Insert and format tables from PowerPoint, Word, and Excel.
7. Publish a presentation as a web page.

Topics and Scope:

1. Advanced graphic techniques
 - a. Picture images
 - b. Enhancing a presentation with sound
 - c. Applying custom animation
 - d. Creating and editing a photo album slide show
 - e. Adding captions to pictures
2. Delivering a presentation
 - a. Slide transitions
 - b. Custom animation effects
 - c. Setting animation effect options
 - d. Hyperlinks
 - e. Custom shows
 - f. Onscreen navigation tools
3. Charts and Graphics
 - a. Line charts
 - b. Column and pie charts
 - c. Chart templates

- d. Animation to chart objects
- 4. Including tables and publishing presentations
 - a. Table slide layout
 - b. Copying a table from Microsoft Word and Excel
 - c. Cells, columns, and rows of a table
 - d. Publishing a presentation as a web page
 - e. Copying a presentation to storage devices

Assignment:

Reading of approximately 20 pages per week in textbook
 Completion of weekly exercises and drills
 Submission of assignments to an online drop box
 Final project uploaded online to demonstrate skills presented in class
 Three to five online quizzes or tests
 Attendance and participation in classroom and/or online environment

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.

Exercises and drills

Problem solving
20 - 50%

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

Final project and assignments

Skill Demonstrations
40 - 50%

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

Quizzes: multiple choice, true/false

Exams
5 - 20%

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

Attendance and participation

Other Category
0 - 10%

Representative Textbooks and Materials:

GO! with Microsoft Office PowerPoint 2007 Comprehensive Textbook, Prentice Hall/Pearson Higher Education, Shelly Gaskin, Diane Marie Roselli-Tschudy, 2008.