

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:

AS Degree:	Area			Effective:	Inactive:
CSU GE:	Transfer Area			Effective:	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 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

Other Category 0 - 10%

Representative Textbooks and Materials:

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