CS 62.11 Course Outline as of Fall 2025

CATALOG INFORMATION

Dept and Nbr: CS 62.11   Title: MS POWERPOINT
Full Title: Microsoft PowerPoint
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: CS 62.11A

Catalog Description:
In this course, students will learn to create slide presentations by adding visual elements, applying textual formatting, and working with graphics and slide customization.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this course, students will learn to create slide presentations by adding visual elements, applying textual formatting, and working with graphics and slide customization. (Grade or P/NP)
Prerequisites/Corequisites:
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:	
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 an effective presentation.
2. Add, edit, and format textual information.
3. Add, edit, and format visual elements.
4. Modify and format slides and presentations.
5. Add graphic elements.
6. Utilize a variety of online and digital resources to enrich presentations.

Topics and Scope:

I. Overview of a PowerPoint Presentation
    A. Create a new presentation
    B. Edit a presentation in normal view
    C. Add graphics (photos, icons, charts) to a presentation
    D. Print and view a presentation using various modes
    E. Edit an existing presentation
    F. Use slide sorter view
    G. Apply slide transitions
II. Format PowerPoint Presentations
    A. Format numbered and bulleted lists
    B. Insert online pictures (explore graphic resources and archives)
    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 side backgrounds and themes
B. Animate a slide show
C. Insert a video
D. Create and modify tables
E. Insert and modify charts
F. Insert interactive features (links, buttons, animations)

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
G. Develop a collaborative presentation with a team (share, link, and invite)

Assignment:

Formative Assignments:
1. Reading in textbook or provided resources usually aligned with a related written assignment - see below (approximately 20 pages per week).
2. Written assignments (200-500 words), may include:
A. Writings.
B. Summaries.
C. Responses to readings or in-class presentations
3. Regular quizzes related to tools and software.
4. Regular practice exercises demonstrating skill performance.
5. Presentations related to given real-world problems.

Summative Assignments:
1. Major project(s) demonstrating skills and real-world problem solving (1-2).
2. Final exam.

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.

Written assignments		Writing 10 - 20%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Presentations		Problem solving 20 - 40%

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

Practice exercises; major project(s)	Skill Demonstrations 30 - 40%

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

Regular quizzes; final exam	Exams 5 - 20%

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

None	Other Category 0 - 0%

Representative Textbooks and Materials:
Microsoft PowerPoint Best Practices, Tips and Techniques: An indispensable guide to mastering PowerPoint's advanced tools to create engaging presentations. Bosse, Chantal. Packt Publishing. 2023.