

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 127**COURSE TITLE:** Introduction to PowerPoint**Units: -**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course provides students with the basic knowledge of how to create, modify, and present PowerPoint slide shows. Students apply and modify both text and graphics. They use current software to integrate other programs with PowerPoint.

REQUISITES:**Advisory:**

CBTE 114 with a grade of "C" or better, or equivalent

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ENGL 051 with a grade of "C" or better, or equivalent or Assessment Skill Level W5

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ENGL 056 with a grade of "C" or better, or equivalent or Assessment Skill Level R5

FIELD TRIP REQUIREMENTS: Not required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:****TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Prepare and deliver PowerPoint presentations
2. Tailor PowerPoint presentations to particular audiences and/or situations
3. Modify presentations for graphics, special effects, and/or sound bites
4. Integrate PowerPoint with other programs.

SECTION II**1. COURSE OUTLINE AND SCOPE:****A. Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Creating PowerPoint presentations

- A. Beginning and customizing PowerPoint
- B. Choosing design templates
- C. Creating title slides
- D. Choosing target audiences or groups
- E. Viewing presentations.
- II. Applying and modifying text and graphic objects
 - A. Creating a presentation from a template
 - B. Adding clip art
 - C. Animating clip art
 - D. Changing the layouts of existing slides
 - E. Inserting an Excel chart.
- III. Presenting a slide show
 - A. Inserting slides from another presentation
 - B. Applying slide transitions and animations
 - C. Customizing entire presentation elements.
- IV. Integrating PowerPoint with other programs
 - A. Applying a template from another presentation
 - B. Importing, modifying, and exporting a Word outline
 - C. Adding links to slides within a presentation and to other presentations.

B. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. Create text for PowerPoint presentations
- II. Edit text for PowerPoint presentations
- III. Prepare a research paper.

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Preparing PowerPoint presentations
- II. Modifying presentations for graphics, special effects, and/or sound bites
- III. Integrating presentation material from various software programs.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Preparing a portfolio
- II. Researching and describing the practical use for a PowerPoint presentation in an office environment
- III. Searching the World Wide Web for information about fun with color schemes for a presentation
- IV. Adding custom animation to a PowerPoint presentation
- V. Adding an action button on the slide master.

E. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

- I. Courses text(s)
- II. Articles in related periodicals, such as PC Magazine, Modern Office Technology, and Managing Office Technology
- III. Instructor-distributed Internet articles, such as "Recycle Past Presentations"
(<http://office.microsoft.com/en-us/FX012110431033.aspx>).

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Student presentations/projects

- II. Objective examinations on PowerPoint theory
- III. Research paper
- IV. Portfolio.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education
- * Computer Assisted Instruction
- * Audio-Visual
- * Lecture-Lab Combination

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Shelly, Gary B. Microsoft Office PowerPoint 2003: Complete Concepts and Techniques, 1st ed. Course Technology, 2003, ISBN: 0619200421
2. Zimmerman, Beverly, and S. Scott Zimmerman. Microsoft Office PowerPoint 2003: New Perspectives, 1st ed. Course Technology, 2003, ISBN: 0619213760

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Francine McCorkell
ORIGINATION DATE: 01/12/2005
PROPOSAL ORIGINATOR: Richard Pelletier
CO-CONTRIBUTOR(S)
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