

CAOT R807: MS POWERPOINT

Originator

mpintocasillas

College

Oxnard College

Discipline (CB01A)

CAOT - Computer Apps/Office Tech

Course Number (CB01B)

R807

Course Title (CB02)

MS PowerPoint

Banner/Short Title

MS PowerPoint

Credit Type

Noncredit

Start Term

Fall 2020

Catalog Course Description

This course provides the learner with experience planning, creating, editing, viewing, print and run professional PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and to apply, modify, and create templates. Integration with other Microsoft programs is included.

Taxonomy of Programs (TOP) Code (CB03)

0702.10 - *Software Applications

Course Credit Status (CB04)

N (Noncredit)

Course Transfer Status (CB05) (select one only)

C (Not transferable);

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

K - Other Noncredit Enhanced Funding

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

I - Short-Term Vocational

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Alternate grading methods

Credit by exam, license etc.
Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

Yes

Number of times a student may enroll in this course

Unlimited

Maximum units a student may earn in this course

1

Units and Hours

Carnegie Unit Override

Yes

Total in-Class (full semester or term)

Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)

32

Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)

32

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

32

Total Maximum Student Learning Hours

32

Student Learning Outcomes (CSLOs)

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

- | | |
|---|---|
| 1 | Create and save a title slide and text slides. |
| 2 | Add SmartArt and other illustrations in slides. |
| 3 | Apply animation and transitions to slides. |

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1	Create and edit a slide show, and use formatting tools.
2	Format text using various fonts and font sizes
3	View a presentation in slide show view
4	Customize a slide show from an outline
5	Create slides using clip art
6	Create slides using animation
7	Create a custom background using a photograph
8	Modify a slide show by rearranging slides
9	Modify a presentation by changing color schemes
10	Add transition effects to a presentation
11	Produce advanced animations, self-running presentations, kiosk browsing, and packaging for a CD.
12	Integrate PowerPoint with other programs including importing, embedding, linking with Word and Excel, and exporting handouts to Word.
13	Determine and apply appropriate problem-solving techniques in the slide presentation production process.

Course Content

Lecture/Course Content

1. Introduction to PowerPoint
 - a. Instruction to PowerPoint
 - b. Best Practices in Design
 - c. PowerPoint Tasks Overview
2. Creating and Managing Presentations
 - a. Slide Management
 - b. Presentation Sections
 - c. Presentation Management Facts
3. Formatting Textual Content
 - a. Text and Content Placeholders
 - b. Text Formatting
 - c. Managing Presentation Content
 - d. PowerPoint Text Formatting facts
4. Designing Slides
 - a. Themes and Templates
 - b. Slide Backgrounds
 - c. Slide Design Facts
5. Using The Slide Master
 - a. Slide Masters
 - b. Slide Footers
 - c. Slide Master Facts
6. Formatting SmartArt and Shapes
 - a. SmartArt
 - b. Object Formatting
 - c. SmartArt and Shape Facts
7. Formatting Tables and Charts
 - a. PowerPoint Charts
 - b. PowerPoint Tables
 - c. Table and Chart Formatting Facts
8. Formatting Pictures and Other Media
 - a. Media Formatting
 - b. Advanced Media Formatting
 - c. Media Formatting Facts
9. Applying Animations and Transitions
 - a. Animations
 - b. Transitions

- c. Slide Zoom
 - d. 3D Models
 - e. Animation and Transition Facts
10. Delivering Presentations
- a. Presentation Tools
 - b. PowerPoint Print Options
 - c. Advanced Slide Show Options
 - d. Presentation Delivery Facts

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Individual projects
Laboratory activities
Objective exams
Oral presentations
Quizzes
Skills demonstrations
Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Computer-aided presentations
Class discussions
Distance Education
Demonstrations
Group discussions
Instructor-guided use of technology
Internet research
Laboratory activities
Lecture

Describe specific examples of the methods the instructor will use:

Instructors may provide presentations, lectures, and videos of the major topics of each chapter such as, create a title slide and text slides, format text using various fonts and font sizes, view a presentation in slide show view, integrate PowerPoint with other Office applications, and customize a slide show from an outline.

The instructor may also demonstrate the use of various tools and techniques such as, WordArt and SmartArt, animations, transitions, and more in the use of presentation graphics software.

Representative Course Assignments

Reading Assignments

1. Students are to read and study the information in each chapter.
2. Students are to study material presented via instructor handouts or on the World Wide Web relating to course content such as, understanding color and its effect on visual presentations.

Skills Demonstrations

Using PowerPoint, skills demonstrations may include the following:

1. Create and manage presentations
2. Reorganize presentation slides
3. Format textual content
4. Format a class report
5. Design slides design a business plan presentation
6. Use the slide master layout
7. Create a new Slide Master layout
8. Format SmartArt and shapes

9. Modify a PowerPoint table
10. Prepare a sales presentation
11. Format pictures and other media
12. Apply animation and transitions
13. Deliver presentation

Outside Assignments

Articulation

C-ID Descriptor Number

BSOT 114X

Status

Aligned

Library Resources

Sufficient Library Resources exist

Yes

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51–99% online)

Hybrid (1–50% online)

100% Online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	E-mail will be used for individual interaction between professor and student, to send group email course introduction message, to remind of deadlines, and to inform of upcoming course content or campus events.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss items that require immediate attention or are of sensitive nature.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	E-mail will be used for individual interaction between professor and student, to send group email course introduction message, to remind of deadlines, and to inform of upcoming course content or campus events.
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100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present and answer questions.
E-mail	E-mail will be used for individual interaction between professor and student, to send group email course introduction message, to remind of deadlines, and to inform of upcoming course content or campus events.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss items that require immediate attention or are of sensitive nature.
Other DE (e.g., recorded lectures)	Lectures will be recorded to introduce new chapter content, to demonstrate software use, and to provide examples.
Synchronous Dialog (e.g., online chat)	Online chat will provide the opportunity for discussions, to answer questions and provide feedback.

Examinations**Hybrid (1%–50% online) Modality**

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

COMPUTER INFORMATION SYS

Additional Minimum Qualifications**Minimum Qualifications**

Office Technologies
Business Education

Review and Approval Dates**Department Chair**

09/04/2019

Dean

09/04/2019

Technical Review

09/11/2019

Curriculum Committee

09/11/2019

DTRW-I

10/10/2019

Curriculum Committee

10/23/2019

Board

MM/DD/YYYY

CCCCO

MM/DD/YYYY

Control Number

CCC000527603

DOE/accreditation approval date

MM/DD/YYYY