

# 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**

(L) Letter Graded

**Alternate grading methods**

(E) Credit by exam, license, etc.

(O) Student Option- Letter/Pass

(P) 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**

0

**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

Skills tests or practical examinations

## 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 it's 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.
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.

### 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**

11/12/2019

**CCCCO**

12/13/2019

**Control Number**

CCC000611300

**DOE/accreditation approval date**

MM/DD/YYYY