COURSE OUTLINE OF RECORD

Number: CBA G170  TITLE: Powerpoint, Introduction

ORIGINATOR: Barbara Hawksley  EFF TERM: Fall 2011
FORMERLY KNOWN AS:  DATE OF
OUTLINE/REVIEW: 06-06-2014
CROSS LISTED COURSE:  TOP NO: 0514.00
CID:

SEMESTER UNITS: 2.0  HRS LEC: 27.0  HRS LAB: 27.0  HRS OTHER: 0.0
CONTACT HRS TOTAL: 54.0  STUDY NON-CONTACT HRS RECOMMENDED: 54.0

CATALOG DESCRIPTION:
This course prepares students to use POWERPOINT to create and edit professional-looking
presentations as well as enhance presentations with clip art, pictures, shapes, and Word Art. Topics
include creating a slide presentation; working with graphical and multimedia elements; creating charts and
tables; applying transitions and animations; collaborating on presentations; preparing presentations for
delivery; and delivering presentations. This course, together with CBA G171, reviews the skills needed to
prepare for the POWERPOINT Core Microsoft Office Specialist Exam (MOS). Proper keyboarding and
basic computer skills are suggested. Eight-week course.

JUSTIFICATION FOR COURSE:

PREREQUISITES:
COREQUISITES:
ADVISORIES:
ASSIGNED DISCIPLINES:
  Computer science
  Office technologies (secretarial skills, office systems, word processing, computer applications,
  automated office training)

MATERIAL FEE: Yes [ ] No [X] Amount: $6.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/Open Exit: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: D

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]
Administrative Assistant(Associate in Arts)
Administrative Assistant(Certificate of Achievement)
Associate of Arts: Liberal Arts: Emphasis in Business and Technology(Associate in Arts)
Computer Business Applications(Associate in Arts)
Computer Business Applications(Certificate of Achievement)
Microsoft Office(Certificate of Specialization)
GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. implement basic computing concepts and principles as they relate to creating and editing PowerPoint files.
2. plan, create, and present a PowerPoint presentation using slide layouts, applying themes, inserting media objects, using animations and transitions, and running and navigating a slide show.
3. create and modify a presentation using a template; create, modify, and print in outline view; and import an MS Word outline into PowerPoint.
4. design professional-looking presentations by applying SmartArt and WordArt, and modifying and arranging objects.
5. apply multimedia effects by inserting and transforming pictures; adding audio and video; and creating a photo album.

COURSE OBJECTIVES:

1. Plan, create, and present a PowerPoint presentation using slide layouts, applying themes, inserting media objects, using animations and transitions, and running and navigating a slide show.
2. Create and modify a presentation using a template; create, modify, and print in outline view; and import an outline in PowerPoint.
3. Design professional-looking presentations by applying SmartArt and WordArt, and modifying and arranging objects.
4. Apply multimedia effects by inserting and transforming pictures; adding audio and video; and creating a photo album.

COURSE CONTENT:

LECTURE CONTENT:

A. Introduction to PowerPoint
   1. PowerPoint Overview
      a. Using PowerPoint Views
      b. Saving as a Slide Show
   2. Presentation Creation
      a. Planning a Presentation
      b. Assessing Presentation Content
      c. Using Slide Layouts
      d. Applying Themes
      e. Reviewing the Presentation
   3. Presentation Development
      a. Inserting Media Objects
      b. Adding a Table
      c. Using Animations and Transitions
      d. Inserting a Header or Footer
   4. Navigation and Printing
      a. Running and Navigating a Slide Show
      b. Printing in PowerPoint

B. Presentation Development
   1. Templates
      a. Creating a Presentation Using a Template
      b. Modifying a Template
   2. Outlines
      a. Creating a Presentation in Outline View
b. Modifying an Outline Structure

c. Printing an Outline

3. Data Imports
a. Importing an Outline
b. Adding Existing Content to a Presentation

4. Design
a. Using Sections
b. Examining Slide Show Design Principles
c. Modifying a Theme

C. Presentation Design
1. Shapes
a. Creating Shapes
b. Applying Quick Styles and Customizing Shapes

2. SmartArt and WordArt
a. Creating SmartArt
b. Modifying SmartArt
c. Creating WordArt
d. Modifying WordArt

3. Object Manipulation
a. Modifying Objects
b. Arranging Objects

D. PowerPoint Rich Media Tools
1. Pictures
a. Inserting a Picture
b. Transforming a Picture
c. Using the Internet as a Resource

2. Video
a. Adding Video
b. Using Video Tools

3. Audio
a. Adding Audio
b. Changing Audio Settings

4. Photo Albums
a. Creating a Photo Album
b. Setting Photo Album Options

LABORATORY CONTENT:

1. Adjust views by using ribbon or status bar commands.

2. Manipulate the PowerPoint windows by working with multiple presentation windows simultaneously.

3. Configure the Quick Access Toolbar by showing the Quick Access Toolbar (QAT) below the ribbon.

4. Configure PowerPoint file options by using proofing and saving options.

5. Construct and edit photo albums by adding captions to pictures, inserting text, inserting images in black and white, reordering pictures in an album, and adjusting image rotation, brightness, and contrast.

6. Apply slide size and orientation settings by setting up a custom size and changing the orientation.

7. Add and remove slides by inserting an outline, reusing slides from a saved presentation, reusing slides from a slide library, duplicating selected slides, deleting multiple slides simultaneously, and including non-contiguous slides in a presentation.

8. Format slides by formatting sections, modifying themes, switching to a different slide layout, applying a fill color, gradient, picture, texture, or pattern to a slide, and setting up slide footers.

9. Enter and format text by using text effects, changing the indentation, alignment, line spacing, and direction of text, changing the formatting of bulleted and numbered lists, entering text in a placeholder text box, converting text to SmartArt, copying and pasting text, using Paste Special, and using Format Painter.

10. Format text boxes by applying a fill color, gradient, picture, texture, or pattern to a text box, changing
the outline color, weight, or style, changing the shape of the text box, applying effects, setting the
alignment, creating columns in a text box, setting internal margins, setting internal margins, setting the
current text box formatting as the default for new text boxes, adjusting text wrapping, sizing and
positioning a text box, and using AutoFit.
11. Manipulate graphical elements by arranging, positioning, and resizing graphical elements, applying
effects, applying styles, applying borders, and adding hyperlinks.
12. Manipulate images by applying color adjustments, applying image corrections (sharpen, soften,
brightness, contrast), adding artistic effects to an image, removing a background, cropping a picture,
compressing selected pictures or all pictures, changing a picture, and resetting a picture.
13. Modify WordArt and shapes by setting the formatting of the current shape as the default for future
shapes, changing the fill color or texture, changing the WordArt, converting to SmartArt.
14. Manipulate SmartArt by adding and removing shapes, changing SmartArt styles, changing the
SmartArt layout, reordering shapes, converting a SmartArt graphic to text, converting SmartArt to
shapes, making shapes larger or smaller, and promoting or demoting bullet levels.
15. Edit video and audio content by applying a style to video or audio content, adjusting, arranging, and
sizing video or audio content, and adjusting playback options.

METHODS OF INSTRUCTION:

A. Lecture:
B. Lab:
C. Online:
D. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Reading Assignments

Textbook
SimNet for Office 2010 (optional)

Out-of-class Assignments

Additional projects may be completed to further demonstrate competence in using software
applications.

Writing Assignments

Hands-on projects will be completed to demonstrate technology competencies using software
applications to create professional-looking PowerPoint presentations.

METHODS OF STUDENT EVALUATION:

Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:

Students will create various slide show presentations using POWERPOINT 2010 features, and explore
and use the new features and functionality of the software program to create professional-looking
presentations.
Required Writing, Problem Solving, Skills Demonstration:

Hands-on projects will be completed to demonstrate technology competencies using software applications to create professional-looking PowerPoint presentations.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. Flash or Thumb Drive

LIBRARY:

Adequate library resources include:

Comments:

Attachments:

Attached Files