COURSE OUTLINE OF RECORD

Number: CBA G171 TITLE: Powerpoint, Intermediate

ORIGINATOR: Barbara Hawksley EFF TERM: Fall 2011
FORMERLY KNOWN AS:

CROSS LISTED COURSE:

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 at the intermediate to advanced level. Topics include creating templates and reviewing, publishing, and protecting presentations; applying advanced graphic techniques and inserting audio and video; and delivering presentations. Students learn customizing colors and effects; layering and grouping techniques; animating and using multimedia effects; customizing themes and slide masters; preparing presentations for delivery and electronic distribution. This course, together with CBA G170, reviews the skills needed to prepare for the POWERPOINT Core Microsoft Office Specialist Exam (MOS). Advisory: CBA G170 or equivalent knowledge

JUSTIFICATION FOR COURSE:

PREREQUISITES: COREQUISITES:

ADVISORIES:
- CBA G170: Powerpoint, Introduction or equivalent knowledge

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 [ ]

LEVELS BELOW TRANSFER: Not Applicable

BASIC SKILLS STATUS: Yes [ ] No [X]

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

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

OCCUPATIONAL (SAM) CODE: C

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)
Computer Business Applications(Certificate of Achievement)
Computer Business Applications(Associate in Arts)
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. Create, draw, and format posters, banners, and tables; create, insert, format, and modify statistical charts and graphs in presentations.
3. Insert and add hyperlinks and action buttons to presentations; apply multiple animations, motion paths, animation settings, and timings to text and objects in presentations.
4. Modify Handout, Notes, Slide, and Template Masters, and create custom slide shows.
5. Create and work with comments and ink annotations; showing, hiding, and printing markup collaboration; protecting, sharing, and sending a presentation.

COURSE OBJECTIVES:
1. Create, draw, and format posters, banners, and tables; create, insert, format, and modify statistical charts and graphs in presentations.
2. Insert and add hyperlinks and action buttons to presentations; apply multiple animations, motion paths, animation settings, and timings to text and objects in presentations.
3. Modify Handout, Notes, Slide, and Template Masters, and create custom slide shows.
4. Create and work with comments and ink annotations; showing, hiding, and printing markup collaboration; protecting, sharing, and sending a presentation.

COURSE CONTENT:

LECTURE CONTENT:

A. Charts, Table, and Infographics
   1. Text-based Charts
      a. Creating a Poster or a Banner
      b. Drawing a Table
      c. Creating a Table Structure
   2. Table Design
      a. Formatting Table Components
      b. Changing Table Layout
      c. Sharing Information between Applications
   3. Statistical Charts and Graphs
      a. Identifying Chart Types and Elements
      b. Creating and Inserting a Chart

B. Interactivity and Advanced Animation
   1. Hyperlinks and Action Buttons
      a. Inserting and Using Hyperlinks
      b. Adding Action Buttons
      c. Using a Trigger
   2. Advanced Animation
      a. Applying Multiple Animations to an Object
      b. Applying a Motion Path Animation
      c. Specifying Animation Settings and Timing
      d. Animating Text
      e. Using the Animation Pane

C. Customization
   1. PowerPoint Customization
      a. Setting PowerPoint Options
b. Customizing the Ribbon

c. Using Combine Shape Commands

2. Master Basics
   a. Modifying Handout and Notes Masters
   b. Modifying a Slide Master
   c. Saving a Slide Master as a Template

3. Custom Shows
   a. Creating a Custom Slide Show
   b. Running and Navigating a Custom Slide Show
   c. Designating and Displaying Hidden Slides

D. Collaboration and Distribution
   1. Presentation Collaboration
      a. Working with Comments and Ink Annotations
      b. Showing, Hiding, and Printing Markup
      c. Comparing and Merging Presentations
      d. Viewing Presentation Properties
   2. Preparation for Sharing and Presentation Security
      a. Checking a Presentation for Issues
      b. Protecting a Presentation
   3. Presentation Sharing
      a. Selecting a Presentation File Type
      b. Saving and Sending a Presentation

LABORATORY CONTENT:

1. Construct and modify tables by drawing a table, inserting a Microsoft Excel spreadsheet, setting table style options, adding shading, borders, and effects, changing the alignment, resizing, merging or splitting columns and rows, distributing columns and rows, and arranging columns and rows.
2. Insert and modify charts by selecting a chart type, entering chart data, changing the chart type, changing the chart layout, switching row and column, selecting data, and editing data.
3. Apply chart elements by using chart labels, axes, gridlines, and backgrounds.
4. Manipulate chart layouts by selecting chart elements and formatting selections.
5. Manipulate chart elements by arranging chart elements, specifying a precise position, applying effects, resizing chart elements, applying Quick Styles, applying a border, and adding hyperlinks.
7. Apply effect and path options by setting timing and start options.
8. Apply and modify transitions between slides by modifying a transition effect, adding a sound to a transition, modifying transition duration, and setting up manual or automatically timed advance options.
9. Manipulate animations by changing the direction of an animation, attaching a sound to an animation, using Animation Painter, reordering animations, and selecting text options.
10. Manage comments in presentations by inserting and editing comments, showing or hiding markup, moving to the previous or next comment, and deleting comments.
11. Apply proofing tools by using Spelling and Thesaurus features, comparing and combining presentations.
12. Save presentations by saving the presentation as a picture presentation, PDF, XPX, outline, or OpenDocument presentation, saving a slide or object as a picture files, and saving a presentation as a show (.ppsx).
13. Share presentations by packaging a presentation for CD delivery, creating video, creating handouts (send to Microsoft Word), and compressing media.
14. Print presentations by adjusting print settings.
15. Protect presentations by setting a password, changing a password, and marking a presentation as final.
16. Apply presentation tools by adding pen and highlighter annotations, changing the ink color, erasing an annotation, and discarding or retaining annotations upon closing.
17. Set up slide shows by setting up Slide Show, playing narrations, setting up Presenter view, using timings, showing media controls, broadcasting presentations, and creating a Custom Slide Show.

18. Set presentation timing by rehearsing and keeping timings, adjusting a slide’s timing.

19. Record presentations by starting recording from the beginning of a slide show and starting recording from the current slide of the slide show.

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 presentation software to create infographics, add advanced animation, customize, and distribute professional-looking PowerPoint presentations.

METHODS OF STUDENT EVALUATION:

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

Demonstration of Critical Thinking:
Students will create various slide show presentations using POWERPOINT 2010’s intermediate to advanced 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 presentation software to create infographics, add advanced animation, customize, and distribute professional-looking PowerPoint presentations.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

Other:
1. Flash or Thumb Drive
LIBRARY:
   Adequate library resources include:
   Comments:

Attachments:
   Attached Files