



BUSNC 615 - Microsoft Powerpoint Course Outline

Approval Date: 05/10/2018

Effective Date: 08/13/2018

SECTION A

Unique ID Number CCC000595637

Discipline(s) Business Machine Technology
Computer Information Systems

Division Career Education and Workforce Development

Subject Area Business-Noncredit

Subject Code BUSNC

Course Number 615

Course Title Microsoft Powerpoint

TOP Code/SAM 0702.10 - Data Entry/Microcomputer Applications, General* / C -

Code Occupational

Rationale for adding this course to the curriculum This course is part of the business information certificate. The skills are needed, however the credit courses are low enrolled. Developing this series in a non credit forum will better meet the needs of workforce and students. This will also allow us to better serve typically, non-college aged students.

Cross List N/A

Typical Course Weeks 9

Total Instructional Hours

Contact Hours

Lecture 27.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Total Contact Hours 27

Open Entry/Open Exit No

Maximum Enrollment

Grading Option Non-credit Course

Distance On-Campus
Education Mode of Instruction Hybrid
Entirely Online
Hybrid more than 50%

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 99 times

Catalog Description A hands-on course designed to introduce the fundamentals of a current presentation software program. Emphasis is on developing presentation software skills for use in the workplace. Topics include: Overview of commands in the slide development process, formatting, templates, printing of handouts, themes, transitions, and customization.

Schedule Description

SECTION D

Condition on Enrollment

1a. **Prerequisite(s):** *None*

1b. **Corequisite(s):** *None*

1c. **Recommended:** *None*

1d. **Limitation on Enrollment:** *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

- A. Create a PowerPoint presentation
- B. Develop, run, edit and print a custom show

2. Course Objectives: Upon completion of this course, the student will be able to:

- A. Select, format, edit, insert, rearrange, and delete text on slides
- B. Add headers and footers to slides
- C. Print slides, audience handouts, and speaker's notes
- D. Apply and change the design template for a presentation
- E. Format slides with themes, colors, shapes, images, tables, charts, and pictures
- F. Add transitions and sounds to a presentation
- G. Customize slide masters
- H. Develop, run, edit and print a custom show
- I.

3. Course Content

- Preparation of PowerPoint presentations
- Modification of presentations
- Use of Help
- Formatting of slides
- Insertion of elements in slides
- Creation of tables, charts, and SmartArt graphics
- Use of Slide Masters and Action buttons

- Application of Custom Animation and set up of slide shows
- Integration, review of and saving of presentations

4. Methods of Instruction:

Distance Education:

Lecture:

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

Final Exam --

Additional assessment information:

Students are required to achieve satisfactory grades on various types of evaluative material.

For example:

1. Completion of assigned lessons, exercises, and projects from the textbook.
2. Completion of the assigned questions on readings.
3. Completion of skills check assessments.

Non-credit Course

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

For example:

1. Read about preparing a PowerPoint presentation
2. Read how to use Master Slides and action buttons

B. Writing Assignments

Students will plan and outline information for a slide show.

C. Other Assignments

Students will use the current presentation software to prepare visual presentations with text, sound, graphics, animation, and the like.

7. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: Gaskin, Geoghan

Title: GO! with Microsoft PowerPoint 2016 Comprehensive

Publisher: Pearson

Date of Publication: 2016

Edition:

B. Other required materials/supplies.

- Access to a computer with a keyboard
USB Drive

8. CB Codes

CB04 Credit Status:

N - Noncredit

CB08 Basic Skills Status:

N - Not Basic Skills

CB10 Course COOP Work Exp-ED:

NCOOP = Not part of Coop Work Exp

CB11 Course Classification Status:

J = Workforce Preparation

CB13 Special Class Status:
CB21 Prior Transfer Level:
CB22 Noncredit Category:
CB23 Funding Agency Category:
CB24-Program Course Status:

N - Not a Special Class
Y - Not applicable
J - Workforce Preparation
Y - Not Applicable
1 = Program Applicable