

BUSNC-615: MICROSOFT POWERPOINT

Justification for this inactivation request

Based on an agreement with the Director of Upper Valley Campus and Community Education, the Principal at Napa Valley Adult Education, and the Senior Dean of Career Education & Workforce Development, the Microsoft Suite courses should be archived. This ensures we do not have redundancy with our partnering Adult School and can have clear transitions and pathways between our offerings.

Effective Term

Fall 2025

CC Approval

09/20/2024

AS Approval

10/24/2024

BOT Approval

11/21/2024

COCI Approval

03/13/2025

SECTION A - Course Data Elements

CB04 Credit Status

Noncredit

CB22 Noncredit Category

Workforce Preparation

Discipline

Minimum Qualifications	And/Or
Business Machine Technology (Any Degree and Professional Experience)	

Subject Code

BUSNC - Business Noncredit

Course Number

615

Department

BUSN

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Microsoft PowerPoint

Short Title

Microsoft PowerPoint

CB03 TOP Code

0702.10 - *Software Applications

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

SECTION B - Course Description

Catalog Course 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.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

No Grade-Noncredit

Allow Audit

Yes

Requisites

SECTION D - Course Standards

Is this course variable hour?

No

Total Instructional Hours

27

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Create a PowerPoint presentation
2.	Develop, run, edit and print a custom show

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Select, format, edit, insert, rearrange, and delete text on slides
2.	Add headers and footers to slides
3.	Print slides, audience handouts, and speaker's notes
4.	Apply and change the design template for a presentation
5.	Format slides with themes, colors, shapes, images, tables, charts, and pictures
6.	Add transitions and sounds to a presentation

7. Customize slide masters
8. Develop, run, edit and print a custom show

Course Content

1. Preparation of PowerPoint presentations
2. Modification of presentations
3. Use of Help
4. Formatting of slides
5. Insertion of elements in slides
6. Creation of tables, charts, and SmartArt graphics
7. Use of Slide Masters and Action buttons
8. Application of Custom Animation and set up of slide shows•
9. Integration, review of and saving of presentations

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Lecture	

Online Adaptation

Types	Examples of learning activities
Activity	
Directed Study	
Discussion	
Group Work	
Individualized Instruction	
Journal	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	
Other	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.

Assignments

Reading Assignments

For example:

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

Writing Assignments

Students will plan and outline information for a slide show.

Outside-of-Class Assignments

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

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Gaskin, Geoghan

Title

GO! with Microsoft PowerPoint 2016 Comprehensive

Publisher

Pearson

Year

2016

Material Type

Other required materials/supplies

Description

Access to a computer with a keyboard and USB Drive

SECTION G - Diversity, Equity and Inclusivity

Course Codes (Admin Only)

CB00 State ID

CCC000595637

CB10 Cooperative Work Experience Status

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

CB11 Course Classification Status

J - Workforce Preparation Enhanced Funding

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Not Program Applicable

Allow Pass/No Pass

No

Only Pass/No Pass

No