CBA G016N: MICROSOFT POWERPOINT BASICS

Item	Value
Curriculum Committee Approval Date	02/21/2023
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	18 Total Hours (Lecture Hours 10; Lab Hours 8)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This noncredit course prepares students to create Microsoft PowerPoint presentations by navigating the interface and using basic concepts, structures, and processes. Students will create various presentations. This course is designed for beginners who have some computer experience. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Create a presentation with text, images, and multiple layouts.
3. Compose a presentation to include animation, transitions, or narration.
4. Prepare and practice delivering a presentation.

Course Objectives

- 1. Apply design principles to create a presentation
- 2. Navigate and identify menus within the application
- 3. Open and save a presentation
- 4. Enter, edit, and format text on a slide
- 5. Copy, cut, paste, and move text and placeholders
- 6. Insert bullets and numbering
- 7. Move slides
- 8. Insert, resize, and move graphics
- 9. Apply animation and transitions to slides
- 10. Display views
- 11. Enter notes
- 12. Run a presentation

Lecture Content

Introduction to presentations Purpose and types Application window environment Ribbons, groups, and buttons Design tips Create and edit presentations Create, open, and save a presentation Add and edit text Insert new slides with various layouts Rearrange slides Managing slides Copy, paste, and move slides Adjust placeholders Add text box Slide views Add notes Add slide from other presentation Edit and format content Copy, cut, and paste content Drag and drop text Format and align text Insert default bulleted and numbered lists Format bulleted and numbered lists Pictures and objects Insert, resize, and align a picture or object Crop a picture Add a border to a picture Animation to objects Animation types Apply, reorder, and remove animations Preview animations Slide transitions Transition types Apply and remove transitions Preview transition Prepare to present a slide show Check spelling and grammar Use rehearse timings Start a slide show and present content Advance and reverse slides Stop a slide show

Lab Content

Create a 5 slide PowerPoint presentation to include font, font size, font color, bullets and numbering Insert graphics and apply basic formatting using design features Design presentation with appropriate amount of content using the notes section to elaborate Apply at least 3 different slide layouts within the presentation Demonstrate the ability to run a presentation and verbalize key points on the PowerPoint

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

Reading Assignments

Assigned readings from websites, PowerPoints, and Canvas pages.

Writing Assignments

Assess and evaluate presentation designs.

Out-of-class Assignments

Practice developing slides and giving a presentation.

Demonstration of Critical Thinking

Evaluate and compare different elements and design features within a presentation.

Required Writing, Problem Solving, Skills Demonstration

Students will demonstrate how to create and present a presentation that includes elements, format, and design features.

Eligible Disciplines

Computer science: Masters degree in computer science or computer engineering OR bachelors degree in either of the above AND masters degree in mathematics, cybernetics, business administration, accounting or engineering OR bachelors degree in engineering AND masters degree in cybernetics, engineering mathematics, or business administration OR bachelors degree in mathematics AND masters degree in cybernetics, engineering mathematics, or business administration OR bachelors degree in any of the above AND a masters degree in information science, computer information systems, or information systems OR the equivalent. Note: Courses in the use of computer programs for application to a particular discipline may be classified, for the minimum qualification purposes, under the discipline of the application. Masters degree required. Office technologies (secretarial skills, office systems, word processing, ...: Any bachelors degree and two years of professional

experience, or any associate degree and six years of professional experience.

Other Resources

1. GCFglobal website