

CHT A015N: MICROSOFT WORD AND POWERPOINT BASICS

Item	Value
Curriculum Committee Approval Date	12/06/2023
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	36 Total Hours (Lecture Hours 9; Lab Hours 27)
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 course will prepare students how to create business documents and multimedia presentations using Microsoft Word and Microsoft PowerPoint. Topics include editing, formatting, alignments, font size, color and photos and other features. In PowerPoint, slide layouts and design options are explored and how to deliver a presentation. ADVISORY: CHT A001N. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Create multi-page business documents and presentations using software programs.
2. Demonstrate and apply concepts and vocabulary of application software.
3. Use basic commands for word processing and multimedia presentations.

Course Objectives

- 1. Identify features and basic commands for software applications.
- 2. Create letters, reports, and flyers.
- 3. Produce multimedia presentations.
- 4. Compare differences between software applications.
- 5. Apply design principles to presentations.
- 6. Use content created in another software application.
- 7. Apply skills to create real world projects.
- 8. Set up and deliver a presentation.

Lecture Content

Word Processing Locate tab ribbons, groups, and buttons on the application window. Create, open, and save documents in multiple storage locations. Enter, edit, delete, copy, cut and paste content. Apply paragraph alignments, line spacing and custom tabs. Format content with font, color, and styles Insert pictures, symbols, shapes, bulleted lists and hyperlinks. Insert page numbers, page breaks, and headers and footers. Change page margins, orientation layout and print options.

Insert and format a basic table. Arrange content into a basic two column format. Presentation Open and save a presentation in multiple storage locations. Navigate and identify menus within the application. Create new slides using layouts and reuse existing slides. Apply theme, custom format and design features to a presentation. Enter, edit, and format text on a slide. Copy, cut, paste, and move text and placeholders. Insert bullets and numbering. Insert, resize, move and create graphics. Apply animation and transitions to slides. Copy, move, delete and record a slide,. Run and present a presentation.

Lab Content

Create a Word document Define Microsoft Word and uses Format a document using font, size, color, bold, italic and underline Arrange content using bullets, numbering, and paragraph alignments Organize content in a basic table and apply basic formatting Add pictures, size, crop and apply different layout Convert context into two columns Create a Presentation Define PowerPoint and types of presentations Add slides using different layouts and design options Design slides with appropriate short bullets and number of bullets Insert appropriate and relevant photos to enhance topic Practice recording a slide or two on different topics Explore different animations and transitions and identify appropriateness

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

Assign readings from websites, PowerPoints and content pages.

Writing Assignments

Provide written feedback from peer reviews, reflections on skills learned, and how they relate to business documents in the workplace.

Out-of-class Assignments

Practice activities, projects, quizzes, watch videos, and discussions on peer critiques.

Demonstration of Critical Thinking

Students will explore alternatives to develop different versions of a business document such as assessing when and how to apply headers and footers or line and paragraph spacing. Students will evaluate and critique design options, amount of content and clarity of content for a concise and clear presentation.

Required Writing, Problem Solving, Skills Demonstration

Additional projects may be completed to demonstrate further competencies using Word and PowerPoint.

Eligible Disciplines

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
2. Digital Literacy Assessment by Northstar