

BIS M22A: MICROSOFT POWERPOINT – INTERMEDIATE

Originator

fmasci

College

Moorpark College

Discipline (CB01A)

BIS - Business Information Systems

Course Number (CB01B)

M22A

Course Title (CB02)

Microsoft PowerPoint – Intermediate

Banner/Short Title

MS PowerPoint – Intermediate

Credit Type

Credit

Honors

No

Start Term

Fall 2020

Catalog Course Description

Provides a basic understanding of presentations using MS PowerPoint including formatting, ordering and editing slides. Covers using shapes, objects, images and media in presentations, as well as using the slideshow and animations to create a flow and pace to a presentation.

Additional Catalog Notes

This course begins preparation for the Microsoft Office User certification exam for PowerPoint.

Taxonomy of Programs (TOP) Code (CB03)

0702.10 - *Software Applications

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

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

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

B - Partially Developed Using Economic Development Funds

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Alternate grading methods

Student Option- Letter/Pass

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

26.25

Maximum Contact/In-Class Lecture Hours

26.25

Activity

Minimum Contact/In-Class Activity Hours

0

Maximum Contact/In-Class Activity Hours

0

Laboratory

Minimum Contact/In-Class Laboratory Hours

0

Maximum Contact/In-Class Laboratory Hours

0

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

26.25

Total Maximum Contact/In-Class Hours

26.25

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Minimum Paid Internship/Cooperative Work Experience Hours

0

Maximum Paid Internship/Cooperative Work Experience Hours

0

Unpaid

Minimum Unpaid Internship/Cooperative Work Experience Hours

0

Maximum Unpaid Internship/Cooperative Work Experience Hours

0

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

52.5

Maximum Outside-of-Class Hours

52.5

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

78.75

Total Maximum Student Learning Hours

78.75

Minimum Units (CB07)

1.5

Maximum Units (CB06)

1.5

Advisories on Recommended Preparation

BIS M20

Entrance Skills

Entrance Skills

Preferred understanding the use of PowerPoint as an application within the Business Information Environment.

Entrance Skills

Preferred understanding of the function of PowerPoint in the business environment.

Entrance Skills

Completion of:

BIS M20 Microsoft Office – Introduction

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:	
1	create and modify presentations that effectively communicate data and concepts to an audience.
2	use video, photos and motion to enhance an audience's understanding of a presentation.
3	develop a master slide to improve the time it takes to create a presentation.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1	create a presentation.
2	insert and format slides.
3	modify slides, handouts, and notes.
4	order and group slides.
5	change presentation options and views.
6	configure a presentation for print.
7	configure and present a slide show.
8	insert and format text.
9	insert and format shapes and text boxes.
10	insert and format images.
11	order and group objects.
12	insert and format tables.
13	insert and format charts.
14	insert and format SmartArt graphics.
15	insert and manage media.
16	apply slide transitions.
17	animate slide content.
18	set timing for transitions and animations.
19	merge content from multiple presentations.
20	finalize presentations.

Course Content**Lecture/Course Content**

- **35% - Create and manage presentations**
 - Create a new presentation, create a presentation based on a template, import Word document outlines
 - Insert specific slide layouts; duplicate existing slides; hide and unhide slides; delete slides; apply a different slide layout; modify individual slide backgrounds; insert slide headers, footers, and page numbers
 - Change the slide master theme or background, modify slide master content, create a slide layout, modify a slide layout, modify the handout master, modify the notes master
 - Create sections, modify slide order, rename sections
 - Change slide size, change views of a presentation, set file properties
 - Print all or part of a presentation; print notes pages; print handouts; print in color, grayscale, or black and white
 - Create custom slide shows, configure slide show options, rehearse slide show timing, present a slide show by using Presenter View
- **25% - Insert and format text, shapes, and images**
 - Insert text on a slide, apply formatting and styles to text, apply WordArt styles to text, format text in multiple columns, create bulleted and numbered lists, insert hyperlinks
 - Insert or replace shapes, insert text boxes, resize shapes and text boxes, format shapes and text boxes, apply styles to shapes and text boxes
 - Insert images, resize and crop images, apply styles and effects
 - Order objects, align objects, group objects, display alignment tools
- **20% - Insert tables, charts, SmartArt, and media**

- Create a table, insert and delete table rows and columns, apply table styles, import a table
- Create a chart, import a chart, change the chart type, add a legend to a chart, change the style of a chart
- Create SmartArt graphics, convert lists to SmartArt graphics, add shapes to SmartArt graphics, reorder shapes in SmartArt graphics, change the color of SmartArt graphics
- Insert audio and video clips, configure media playback options, adjust media window size, set the video start and stop time, set media timing options
- **10% - Apply transitions and animations**
 - Insert slide transitions, set transition effect options
 - Apply animations to objects, apply animations to text, set animation effect options, set animation paths
 - Set transition effect duration, configure transition start and finish options, reorder animations on a slide
- **10% - Manage multiple presentations**
 - Insert slides from another presentation, compare two presentations, insert comments, review comments
 - Protect a presentation, inspect a presentation, proof a presentation, preserve presentation content, export presentations to other formats

Laboratory or Activity Content

None.

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Skills demonstrations
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework
Essay exams
Group projects
Individual projects
Objective exams
Problem-solving exams
Quizzes
Reports/papers
Research papers
Skills demonstrations
Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Computer-aided presentations
Class activities
Class discussions
Distance Education
Demonstrations
Instructor-guided interpretation and analysis
Instructor-guided use of technology

Describe specific examples of the methods the instructor will use:

- Demonstrate the program's frequently used option; such as creating and editing side, basic animation and proofreading.
- Show how specific tools are available to address common needs of a business, such as
 - Presenting statistical information
 - Communicating the company plans and goals
 - Training employees for compliance and understanding.
- Use PowerPoint to demonstrate possible examples of documents used in the business environment and how to customize them.
- Lecture on the tools in MS PowerPoint and explore common mistakes that overwhelm audiences when too much information or effects are used in a presentation.
- Create lab assignments that can be done in class to show mastery of the topic or area being covered, such as

- building a project presentation for a class.
- creating a visual business presentation to communicate to investors.
- communicate an evacuation plan to students.

Representative Course Assignments

Writing Assignments

1. Create a presentation about study skills and how you use them in your college experience.
2. Make an outline presentation covering the sections to be covered in a course that you are currently taking.
3. Use PowerPoint to show others a hobby or sport that interests you.

Critical Thinking Assignments

1. Create a demonstration of how to do a Zero Based Budget, and contrast that with an incremental budget.
2. Present a chapter of this course, in PowerPoint, that could be shown to the class.
3. Use the animation tools to illustrate how bird migration patterns are effected by weather changes.

Reading Assignments

1. Read assigned articles about the changes in how we take in visual information in the digital age.
2. Read specific text on MS PowerPoint procedures such as how to create a Master slide.
3. Read an article on plagiarism in colleges and how to avoid it when using content from the Internet or any other sources.

Skills Demonstrations

1. Insert photos into a presentation the help the user better understand the topic being covered.
2. Use animation and transitions to help separate concepts that an audience better follow your presentation.
3. Create a presentation in PowerPoint show the do's and don'ts of presenting visual material to an audience.

Outside Assignments

Representative Outside Assignments

1. Build a graphic slideshow with descriptions for a birthday party.
2. Create a presentation to convince your parents to buy you a new car.
3. Make a presentation showing how you will build your career starting with a college plan.

Articulation

C-ID Descriptor Number

BSOT 124 X

Status

Aligned

Comparable Courses within the VCCCD

CAOT R129 - Microsoft PowerPoint

Equivalent Courses at other CCCs

College	Course ID	Course Title	Units
Imperial Valley College	CIS 131	Power Point II	1
Woodland Community College	BCA 26	Microsoft Powerpoint	1
West Hills College - Coalinga	CIS 31B	MS PowerPoint II	1

District General Education**A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies**

Course is CSU transferable

Yes

CSU Baccalaureate List effective term:

FALL 2020

CSU GE-Breadth**Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****IGETC****Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals**

Resource Type

Textbook

Classic Textbook

Yes

Description

Sebok, Susan L. *Microsoft® Office 365® and PowerPoint 2019 Comprehensive*. Shelly Cashman Series®. Cengage, 2019.

Resource Type

Textbook

Classic Textbook

Yes

Description

Beskeen, David. Illustrated Microsoft® Office 365 and PowerPoint 2019 Comprehensive. Cengage 2020.

Resource Type

Textbook

Classic Textbook

Yes

Description

Atkinson, Cliff. *Beyond Bullet Points: Using PowerPoint to Tell a Compelling Story That Gets Results*. 4th ed., Pearson, 2018.

Resource Type

Textbook

Classic Textbook

No

Description

Nordell, Randy, and Pat Graves. *Microsoft Office PowerPoint 365 Complete: In Practice*. McGraw-Hill, 2019.

Library Resources

Assignments requiring library resources

Research using the Library's print and online periodical resources.

Sufficient Library Resources exist

Yes

Example of Assignments Requiring Library Resources

Read an article in a business periodical or industry publication on a topic such the psychological effects of presenting graphic information using PowerPoint and what you should and should not do in a professional presentation.

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51–99% online)

Hybrid (1–50% online)

100% Online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will have partial course time that is face to face
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of PowerPoint along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in PowerPoint and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use PowerPoint.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of PowerPoint along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in PowerPoint and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use PowerPoint.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of PowerPoint along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in PowerPoint and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use PowerPoint.

Examinations

Hybrid (1%–50% online) Modality

Online
On campus

Hybrid (51%–99% online) Modality

Online

Primary Minimum Qualification

COMPUTER INFORMATION SYS

Review and Approval Dates

Department Chair

11/20/2019

Dean

11/22/2019

Technical Review

12/05/2019

Curriculum Committee

01/21/2020

DTRW-I

02/13/2020

Curriculum Committee

MM/DD/YYYY

Board

03/10/2020

CCCCO

MM/DD/YYYY

DOE/accreditation approval date

MM/DD/YYYY