Lecture Contact Hours: 8-9; Homework Hours: 16-18; Total Student Learning Hours: 24-27
Laboratory Contact Hours: 24-27; Homework Hours: 0; Total Student Learning Hours: 24-27

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 117 – ESSENTIAL POWERPOINT

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description
Designed for students who want to become proficient in the most commonly used features of Microsoft PowerPoint. Basic concepts and terms will be introduced. Students will learn how to create, format and revise PowerPoint presentations, including animation effects. Those desiring more in-depth coverage of these and additional topics should consider enrolling in BOT 129, 130. *Not open to students with credit in BOT 130.*

Prerequisite
None

Recommended Preparation
"C" grade or higher or "Pass" in BOT 100, 119 or equivalent

Entrance Skills
Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:
1) Employ the touch method and proper techniques when keying.
2) Demonstrate keyboard input of at least 18 wpm unless a physical disability limits speed.
3) Use a mouse or similar device efficiently.
4) Format and care for disks.
5) Identify common types of software and their purposes.
6) Use the Internet for common tasks.
7) Use the Windows operating system efficiently to maximize productivity.
8) Evaluate file organization and create appropriate folders for easy location of files.

Course Content
1) Introduction to PowerPoint
2) Using Help and the Office Assistant
3) Creating a new presentation
4) Entering text in Slide Outline and Note Pages View
5) Adding new slides
6) Working with textboxes: adding, moving, aligning
7) Formatting text
8) Working with charts and chart boxes
9) Adding ClipArt to presentations
10) Creating WordArt and inserting movies and charts
11) Adding transition effects and timing transitions
12) Animating slide elements and setting animation timings
13) Annotating slides
14) Navigating during a slide show
15) Using the Pack and Go Wizard

Course Objectives
Students will be able to:
1) Use PowerPoint to create presentations.
2) Identify elements of a PowerPoint presentation and different editing screens using proper terminology.
3) Analyze and revise presentations to maximize their impact using criteria described in class.
4) Use the proofreading and editing features of PowerPoint to assure accuracy and correctness of presentations.
5) Use slide layouts, backgrounds, font enhancements, slide designs, and color schemes to maximize effectiveness of presentations using criteria described in class.
6) Use outline and slide sorter views to organize presentations.
7) Apply animation and transition effects to maximize the impact of presentations using criteria explained in class.
8) Use charts, organization charts and tables to present data.
9) Use clip art, photos, video clips, WordArt and other graphics to increase effectiveness of presentations.
10) Use drawing tools to modify existing graphics and create original ones.
11) Exchange information with other Office programs, especially Word outlines.

Method of Evaluation
A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.
1) Exercises and assessments that measure students' ability to:
   a. Organize data into an effective PowerPoint presentation.
   b. Use PowerPoint editing features efficiently.
   c. Modify PowerPoint presentations to increase accuracy and effectiveness.
   d. Use various graphic elements to enhance presentations.
2) Tests, midterm and final exams including practical demonstrations that measure students' ability to:
   a. Identify and use elements of a PowerPoint presentation and different editing screens.
   b. Create and enhance presentations using data from other Office applications.
   c. Increase effectiveness of presentations.

Special Materials Required of Student
Electronic storage media

Minimum Instructional Facilities
Computer lab with appropriate software

Method of Instruction
1) One-on-one lecture and/or group lecture
2) Self-paced reading, hands-on practice, assignments and projects
3) Individual assistance

Out-of-Class Assignments
Assigned textbook reading

Texts and References
1) Required (representative example): Rutkosky, et al., *Marquee Series: Microsoft PowerPoint 365, 2019 Edition,* Paradigm Publishing, 2020.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Create presentations using PowerPoint.
2) Analyze and revise presentations.
3) Proofread and edit presentations.
4) Evaluate and edit material and using slide layouts, backgrounds, font enhancements, slide designs, and color schemes.
5) Use outline and slide sorter views effectively.
6) Apply animation and transition effects.
7) Use charts, organization charts and tables.
8) Enhance presentations with clip art, photos, video clips, WordArt and other graphics, including creating them with drawing tools.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Use PowerPoint to create and revise presentations, including transitional effects and animations features.