

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 129 – COMPREHENSIVE POWERPOINT, LEVEL I**

.5 hour lecture, 1.5 hours laboratory, 1 unit

**Catalog Description**

First in a three-level course sequence providing thorough coverage of most features of Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of PowerPoint should consider enrolling in BOT 117.

**Prerequisite**

None

**Recommended Preparation**

“C” grade or higher or “Pass” in BOT 101AB, 114, 120 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) Key a minimum of 30 wpm on a 5-minute timed writing.
- 3) Prepare correctly formatted, error-free documents including memos, letters, tables and business reports.
- 4) Use editing and proofing tools such as cut, copy, find, replace, spelling and grammar checker, and thesaurus to produce error-free documents. Select appropriate graphics and insert into a document.
- 5) Analyze a given document and edit or enhance as necessary to make it attractive and usable.
- 6) Use efficient and appropriate file and disk management techniques.
- 7) Use efficient file creation and editing techniques.
- 8) Evaluate documents and format them appropriately and attractively.
- 9) Analyze a given task and select appropriate Word features to accomplish that task as efficiently as possible.
- 10) Evaluate documents for correctness and completeness, correcting all errors prior to submittal.
- 11) Use all basic Word functions correctly.

**Course Content**

- 1) Introduction to PowerPoint
- 2) Creating a presentation, applying a design template, checking spelling, saving and printing a presentation
- 3) Changing the presentation design
- 4) Editing and formatting slides and the Slide Master
- 5) Working in Outline view
- 6) Using Clip Art, WordArt, drawing tools, AutoShapes

**Course Objectives**

Students will be able to:

- 1) Demonstrate an understanding of the basic concepts of PowerPoint.
- 2) Create, format, edit and print PowerPoint presentations.

- 3) Evaluate presentations and edit using guidelines for effective presentations.
- 4) Evaluate presentations and add Clip Art, WordArt, drawing tools and AutoShapes to enhance presentations.

### **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) Assignments and projects
- 2) Exams, final exam (objective, performance)

### **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, assignments and projects
- 3) Individual assistance

### **Out-of-Class Assignments**

- 1) Reading assignments
- 2) Software exercises and projects

### **Texts and References**

- 1) Required (representative example): Rutkosky, Nita, et al. *Benchmark Series: Microsoft PowerPoint 365*. Paradigm Publishing, Inc., 2020.
- 2) Supplemental: None

### **Exit Skills**

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Demonstrate understanding of the basic concepts of PowerPoint.
- 2) Create, format, edit and print PowerPoint presentations.
- 3) Evaluate presentations and edit using guidelines for effective presentations.
- 4) Evaluate presentations and add Clip Art, WordArt, drawing tools and AutoShapes to enhance presentations.
- 5) Apply appropriate English grammar, punctuation, spelling and sentence structure rules to original presentations.

### **Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1) Create, format, edit and print PowerPoint presentations.
- 2) Create presentations and add Clip Art, WordArt, drawing tools and AutoShapes to enhance presentations.