

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 130 – COMPREHENSIVE POWERPOINT, LEVEL II

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description

Second in a three-level course sequence providing thorough coverage of most features in Microsoft PowerPoint. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations.

Prerequisite

None

Recommended Preparation

“C” grade or higher or “Pass” in BOT 129 or equivalent

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 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.
- 5) Apply appropriate English grammar, punctuation, spelling and sentence structure rules to original presentations.

Course Content

- 1) Creating table and organization chart slides
- 2) Creating and editing chart slides and graphs
- 3) Viewing a presentation as a slide show
- 4) Adding transitions, standard and custom animation effects, sound clips and motion clips
- 5) Preparing notes pages and audience handouts
- 6) Customizing a presentation by applying a design template from another presentation, changing color scheme and background, editing the master template, or creating a design template

Course Objectives

Students will be able to:

- 1) Design, create and edit relatively complex presentations which may include charts, tables, organization charts, and objects drawn with drawing tools and AutoShapes.
- 2) Apply accepted design guidelines for maximum presentation effectiveness.
- 3) Enhance presentations by applying animation effects, sound clips, motion clips, transitions, and using drawing tools and AutoShapes.
- 4) Apply English and grammar guidelines to produce documents which are 100% accurate.

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 Internet access, 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) Design, create and edit relatively complex presentations which may include charts, tables, organization charts and objects drawn with drawing tools and AutoShapes.
- 2) Apply accepted design guidelines for maximum presentation effectiveness.
- 3) Enhance presentations by applying effects, sound clips, motion clips, transitions, and using drawing tools and AutoShapes.
- 4) Apply English and grammar guidelines to produce documents which are 100% accurate.

Student Learning Outcomes

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

- 1) Design, create and edit relatively complex presentations which may include charts, tables, organization charts and objects drawn with drawing tools and AutoShapes.
- 2) Enhance presentations by applying animation effects, sound clips, motion clips, transitions, and using drawing tools and AutoShapes.