

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

Transfer course     A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** BUSINESS 185: POWERPOINT FOR BUSINESS

**UNIT VALUE:** 1

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** None

**SCOPE OF COURSE:** Introduction to a currently used computer presentations program to produce effective presentations using overheads, 35-mm photographic slides, or on-screen slides. Skills include defining and designing presentations; preparing slides using the slide, slide sorter, outline, notes page, and slide show views; formatting and animating the presentation; and applying templates within practical applications applied to the business environment. Class Schedule will designate software package covered.

**SPECIFIC COURSE OBJECTIVES:** Successful students will:

1. demonstrate knowledge and use of presentation software terminology and fundamental concepts;
2. interpret and apply the fundamental presentation software concepts and skills to a variety of business documents;
3. create, save, open, edit, and print a variety of presentation documents pertaining to the business environment;
4. format and enhance a presentation;
5. produce accurate and effective presentation documents.

## **CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Overview of hardware and software
2. Basic windows concepts
3. Disk care, labeling, and formatting
4. File management
5. Introduction to presentation software concepts
6. Plan, design, and create computer presentations and slide shows
7. Presentation graphics formatting and editing features
8. Templates
9. Animation
10. Graphic pictures, charts, and shapes
11. Practical business applications
12. Proofreading techniques

## **REQUIRED READING:**

Grauer, Robert T. and Maryann Barber. Exploring Microsoft PowerPoint 97.  
Upper Saddle River, NJ: Prentice Hall, 1998.

## **SUGGESTED READING:**

Current reference materials relating to the specific software being used.

**REQUIRED WRITING:** Skills demonstration is more appropriate. Students apply the features of a current computer presentations program and create, save, open, edit, and print a variety of business-related exercises.

## **OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.** These activities include textbook readings and outlining the steps involved with various software functions. Additional lab time may be suggested by the instructor to help solidify concepts and skills.

## **INSTRUCTIONAL METHODOLOGY:**

### **Check all that apply:**

- lecture  
 laboratory  
 lecture-laboratory combination  
 directed study

Students work in an individualized, self-paced, open-entry/open-exit lab. The instructor orients the student to lab procedures, equipment, and materials. In addition, the instructor schedules lectures on a rotating basis and arranges individual time with students requesting special attention. A full-time lab assistant is also available for

student questions.

**This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply.** (See guidelines for preparation for definitions.)

telecourse

mediated instruction

computer assisted instruction

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Assignments (evaluating fundamental knowledge, interpretation and application, proficiency, and proofreading)	60%
Quizzes (evaluating knowledge of presentation graphics fundamentals and skills)	20%
Final Exam (evaluating proficiency, proofreading, and practical application in creating, saving, editing, and printing)	20%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit:

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (c) (2) (A) and (B)

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