

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD
FOR DEGREE CREDIT COURSE

FORM VERSION: 5/95
DATE REVISED: 10/24/98

 X TRANSFER COURSE

 A.A. DEGREE APPLICABLE COURSE

COURSE NUMBER AND TITLE: CSIS 185 - POWERPOINT

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE SKILLS:

Prerequisite: None

Corequisite: None

Recommended Preparation: None

SCOPE OF COURSE:

This course is intended for individuals seeking the fundamental and advanced skills of Microsoft PowerPoint presentation graphics software. It will also prepare individuals who are seeking to become a Microsoft PowerPoint Proficient Specialist and Microsoft PowerPoint Expert Specialist.

SPECIFIC COURSE OBJECTIVES:

The successful student will be able to:

1. Create presentations that will be delivered over a variety of medium.
2. Add textual information and visual elements.
3. Bring in data from other sources.
4. Modify a presentation.
5. Customize a presentation.
6. Deliver presentations.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. **PowerPoint 97 Basics**
 - A. Identify characteristics of PowerPoint 97.
 - B. Start PowerPoint 97.
 - C. Open an existing presentation.
 - D. Create a new presentation from a template.
 - E. Delete slides.
 - F. Enter text in a slide and outline view.
 - G. Enter bulleted information.
 - H. Change the text alignment.

- II. **Embellishing a Presentation**
 - A. Add formatting.
 - B. Build a graph.
 - C. Draw an object.
 - D. Rotate and fill an object.
 - E. Scale and size an object.
 - F. Add a table and shapes.
 - G. Animate objects.
 - H. Add transitions.
 - I. Add an organizational charts.
 - J. Set custom options.
 - K. Check styles.
 - L. Add clip art.
 - M. Insert an Excel chart.
 - N. Import text from Word.
 - O. Add scanned images.
 - P. Add sound and movie files.
 - Q. Export an outline to Word.

III. Modify a Presentation

- A. Change the sequence of a slide.
- B. Find and replace text.
- C. Modify the slide master.
- D. Modify the sequence in outline mode.
- E. Change tabs.
- F. Change fonts.
- G. Change the alignment of text.
- H. Spell check.
- I. Add speaker notes.
- J. Set automatic slide timing.

IV. Customize a Presentation

- A. Create a custom background.
- B. Customize a color scheme.
- C. Customize clip art and other objects.
- D. Recolor and edit objects.
- E. Apply a template from another presentation.
- F. Add links to other slide within the presentation.
- G. Hide slides.

V. Deliver Presentations

- A. Start a slide show on any slide.
- B. Use on screen navigation tools.
- C. Generate meeting notes.
- D. Electronically incorporate meeting feedback.
- E. Print slides in a variety of formats.
- F. Print color presentations.
- G. Export to overhead.
- H. Export to 35mm slides.
- I. Present with Presentation conferencing.
- J. Save a presentation for use on another computer.
- K. Save for Internet.

REQUIRED READING:

Shelly, Gary, and Thomas Cashman, and Misty Vermaat. PowerPoint for Windows.
Danvers: ITP Publishing Company, 1997.

SUGGESTED READING: None

REQUIRED WRITING:

Problem solving exercises and skills demonstrated in computer generated homework assignments, a minimum of one page per homework assignment.

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.

Reading text assignments. In addition to lab time, there is significant editing and debugging work involved in completing lab assignments.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- Lecture
- Laboratory
- Lecture-laboratory combination
- Directed study

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:

- telecourse
- mediated instruction
- computer assisted instruction

GRADING POLICY AND STANDARDS:

Assignments	20%
Quizzes	20%
Midterm	30%
Final Exam	30%

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

YES NO Number of times course may be taken for credit 2.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 8 (2) (A)

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SIGNATURES ON FILE
