Cerro Coso College

Course Outline of Record Report

05/07/2020

BSOTC127 : MS PowerPoint

General Information

Author (s):	• Karen O'Connor • Kinnan, Tammy • Hightower, Matthew
Course Code (CB01) (CB01) :	BSOTC127
Course Title (CB02) (CB02) :	MS PowerPoint
Department:	Business Information Technolog
Proposal Start:	Fall 2020
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
SAM Code (CB09) (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) (CB00) :	CCC000373458
Curriculum Committee Approval Date:	10/18/2019
Board of Trustees Approval Date:	12/12/2019
External Review Approval Date:	12/12/2019
Course Description:	This course provides the learner with experience in planning, creating, editing, viewing, and printing PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and apply, modify, and create templates. Integration with other Microsoft programs is included. It is designed for all individuals including professionals acquiring or updating basic skills in creating and editing professional presentations. This course prepares for the Microsoft Office User Certification in MS PowerPoint.
Submission Type:	Change to Content Input C-ID and revise course description, method of Instruction, method of evaluation, student learning outcomes, delivery methods, update textbook, and distance education. Add credit by exam increase SLO achievement levels. Last assessed Fall 2016: Updated instructions for Critical Thinking Post and added rubric. No other changes except updating to 2016 version of Office.

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Additional Bachelors or Associates Discipline:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications)

Course Formerly Known As

Course Formerly Known As

No Value

Course Development Options

Basic Skills Status (CB08) (CB08)

Course is not a basic skills course.

Course Special Class Status (CB13) (CB13)

Course is not a special class.

Grade Options

- Letter Grade methods
- Pass/No Pass

☑ Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes

0

Course Prior to College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

It is possible that students may come into the program with MS Certification or other experience with PowerPoint and if so, we want to be able to measure and recognize existing skills.

Retake Policy Description

Type:|Non-Repeatable Credit

☑ Allow Students To Audit Course

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type
CC Office Clerk	Certificate of Achievement
CC Business Office Technology	A.S. Degree Major
CC Business Office Technology-	Certificate of Achievement

Transferability & Gen. Ed. Options

Transferability

Transferable to CSU only

Transferability Status

Approved

C-ID	Categories	Transferability Status	Comparable Course
Office Technology/Business Information Worker	C-ID discipline	Pending	BSOT114

Units and Hours

Summary

Minimum Credit Units (CB07) (CB07)	1	**Total Course In-Class (Contact) Hours**	36	**Total Student Learning Hours**	54
Maximum Credit Units (CB06) (CB06)	1	**Total Course Out-of-Class Hours**	18	**Faculty Load**	-

Credit / Non-Credit Options

Course Credit Status (CB04) (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22) (CB22)

Credit Course.

Non-Credit Characteristics

No value

Course Classification Code (CB11) (CB11)

Credit Course.

Funding Agency Category (CB23) (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10) (CB10)

☐ Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0.5	1
Lab Hours	1.5	-
Activity Hours	-	-

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	9
Lab	27
Activity	-
Total	36
Course Out-Of-Class Hours	
Lecture	18
Lab	-
Activity	-
Total	18

Time Commitment Notes for Students

No value

Faculty Load

Extra Duty: -

Faculty Load: -

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No value	No value	No value	No value

Requisites

Advisory

CSCIC070 - Computer Literacy

Students entering this class must be able perform the following on a computer:

- Differentiate between the operating system programs and the Internet
- Use a browser
- Perform file-management tasks, including navigation, saving, finding files, creating folders
- Send and receive email
- Find application programs and start them
- Unzip and extract files
- Differentiate between Word, Excel, and other Office Programs

CSCIC070 Computer Literacy fully prepares students for these tasks through a series of lessons and assignments.

AND

Advisory

ENGLC101 - Freshman Composition

In this course students read technical material including textbooks and other sources and prepare for effective written communication in the workplace. Critical Thinking reports are included in the assignments and college level reading and writing skills are expected. Effective writing skills are considered in all written work during the grading process.

English 101's focus on critical reading, writing, and effective use of language prepares students for the rigor of academic discourse in this course. In English C101 students write expository and argumentative essays that respond to a variety of rhetorical situations and incorporate university-level research. The course emphasizes critical reading, effective use of language, and analysis of university-level concepts presented in outside sources.

Entrance Skills

Skill	Content Review
No value	No value

Limitations on Enrollment

Limitation	Provide Rationale
No value	No value

Specifications

Methods of Instruction	Methods of Instruction Rationale
Lecture	Lecture notes are provided that include language to describe course concepts. Students also view PowerPoint presentations with content from each module.
Skills Development and Performance	Students complete module work in the form of projects that are followed by review. Opportunity is given to repeat work to the level of a pass. Students then proceed to further training and projects using Skills Assessment Management, giving opportunity to repeat newly learned skills to the point of mastery.
Problem Solving	Problem-solving is recognized through assigned posts that are shared with other students.
In-class writing	Students post reports four times (minimum) describing problem-solving strategies they have encountered in their work. The writing has a specific structure that is requested. All written communication is graded for proofreading skills. Grammar and spelling tips are provided.
Discussion	Students post reports four times (minimum) describing problem-solving strategies they have encountered in their work. The writing has a specific structure that is requested.
Laboratory	Students complete four textbook projects, four reviews, four trainings, eight SAM projects, and four exams. A capstone project is also completed.
Demonstration	Students complete guided training in a simulated Excel environment.

Assignments

A. Text readings: For example, students will read module chapters such as Module Three, Applying Advanced Formatting to Objects.

B. Preparation of project work: Students complete PowerPoint preparation from module instructions. This work is graded by the instructor and feedback is provided.

C. SAM Training, Projects, and Exams: Students complete training at SAM (Skills Assessment Management) software. The training provides an environment in which students perform tasks on the computer using an Excel simulated environment. Training includes demonstration leading to mastery of specific skills. For example, students produce a PowerPoint presentation that includes slides containing SmartArt, audio clips, charts, custom shapes, text boxes, and photos with special effects.

D. Exams: Open book exams in SAM contribute to practical understanding of the material and use of available resources.

E. Problem-Solving and Critical Thinking: Students write reports on special instances of engaging in the problem-solving process, exploring beyond the basics, and troubleshooting when performing PowerPoint tasks.

Methods of Evaluation	Methods of Evaluation Rationale
Other	Problem-Solving and Critical Thinking: Students write reports on special instances of engaging in the problem-solving process, exploring beyond the basics, and troubleshooting when performing PowerPoint tasks.
Project	

Module and Capstone Projects: At the end of each module, hands-on projects are completed at the mastery level.	
Tests	Exams: Open book exams in Skills Assessment Management (SAM) contribute to practical understanding of the material and use of available resources.
Distance Education Description: how outcomes are evaluated	Students are to complete all weekly assigned activities designated in the learning management software including discussions and completion of assignments from the textbook which are graded by the instructor and also through the Skills Assessment Management environment (SAM). The evaluation process is identical to what would be applied if the course were offered in a classroom. Assignments are linked to outcomes assessment.

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Pinard, K.	Microsoft Office 365 and PowerPoint 2016	Cengage Learning	2017	978-1-305-88123-5

Other Instructional Materials

Description	Software: Microsoft. Microsoft PowerPoint , 2016 ed. -Microsoft PowerPoint is part of the Microsoft Office Suite
Author	
Citation	MS PowerPoint

Description	Students require one Skills Assessment Management (SAM) 2016 account code. This code is good for 12 1-unit courses in the BSOT program.
Author	Cengage Learning
Citation	No value

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Use the basic features of Microsoft PowerPoint including slide show creation, editing, and a variety of formatting tools. Expected SLO Performance: 75.0

Create tables, insert graphics, print, and perform file management. Expected SLO Performance: 75.0

Produce advanced animations, self-running presentations, kiosk browsing, and packaging for a CD. Expected SLO Performance: 75.0

Integrate PowerPoint with other programs including importing, embedding, linking with Word and Excel, and exporting handouts to Word. Expected SLO Performance: 75.0

Identify and apply appropriate problem-solving techniques using Help and reference material off and online for successful creation of PowerPoints using Microsoft Office. Expected SLO Performance: 70.0

Outline

Outline

A. Creating a Presentation
1. The PowerPoint window
2. Planning a presentation
3. Creating a new presentation
4. Creating a title slide
5. Saving and editing a presentation
6. Adding new slides
7. Creating lists
8. Formatting text
9. Moving and copying text
10. Converting to SmartArt
11. Manipulating slides
12. Closing a presentation
13. Slide show and presenter views
14. Changing the theme
15. Working with photos
16. Resizing and moving objects
17. Adding speaker notes
18. Running a slide show
19. Checking spelling
20. Printing a presentation

B. Adding Media and Special Effects
1. Formatting graphics
2. Creating and formatting tables
3. Applying a theme from another presentation
4. Inserting shapes
5. Rotating and flipping objects
6. Formatting objects
7. Inserting symbols
8. Adding headers and footers
9. Using animations and transitions
10. Applying transitions
11. Applying animations
12. Adding and modifying video
13. Compressing and optimizing media

C. Applying Advanced Formatting to Objects
1. Creating a chart on a slide
2. Creating SmartArt diagrams
3. Adding audio to slides

4. Adding a chart to a slide
5. Inserting and formatting text boxes
6. Applying WordArt styles to text
7. Formatting shapes and pictures
8. Editing photos
9. Removing the background from photos
10. Applying artistic effects to photos
11. Creating a custom shape
12. Applying advanced formatting to shapes
13. Making presentations accessible

D. Advanced Animations and Distributing Presentations
1. Understanding advanced animations
2. Using guides
3. Adding more than one animation to an object
4. Using the animation pane
5. Setting animation triggers
6. Changing slide background
7. Creating and editing hyperlinks
8. Customizing theme colors
9. Automatic slide timings
10. Understanding self-running presentations
11. Setting slide timings manually
12. Rehearsing timings
13. Recording narration and timings
14. Applying kiosk browsing
15. Using the Document Inspector
16. Packaging a presentation for a CD
17. Saving a presentation in other file formats

E. Integrating PowerPoint with Other Programs
1. Understanding layers
2. Creating a presentation by importing a Word outline
3. Inserting slides from another presentation
4. Working in outline view
5. Dividing a presentation into sections
6. Working with layers
7. Modifying advanced animation effect options
8. Importing, embedding, and linking
9. Inserting a Word table
10. Formatting cells in tables
11. Inserting Excel and other objects
12. Breaking links
13. Annotating slides during a slide show
14. Creating handouts by exporting to Word

F. Customizing Presentations and the PowerPoint Environment
1. Slide master view
2. Sharing and collaborating with others
3. Modifying themes
4. Working in slide master view
5. Creating a custom layout
6. File properties
7. Saving a presentation as a template
8. Creating a custom show
9. Working with file properties
10. Checking for accessibility issues
11. Encrypting a presentation
12. Marking the presentation as final
13. Presenting online

G. Exploring Resources and Using Help
1. Textbook Index
2. Application Help and ?
3. Exploring Resources

Lab Outline

A. In the lab portion of the class students demonstrate the ability to perform the concepts and skills introduced in the lecture section of the class including the following:

1. Creating, editing, saving, and printing a presentation
2. Adding media and special effects to a presentation
3. Applying advanced formatting to objects in a presentation
4. Using advanced animations in a presentation
5. Distributing a presentation
6. Integrating a presentation with other programs
7. Customizing presentations through collaboration
8. Altering the PowerPoint environment through creating a template, modifying file properties, and encrypting

B. Students complete reinforcement of skills using SAM training for PowerPoint.
C. Students write critical thinking reports in memorandum format describing problem solving (the problem, the resources used, and the solution) while working in the features of PowerPoint.

Delivery Methods

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

- Face to face
- Online (purely online no face-to-face contact)
- Online with some required face-to-face meetings ("Hybrid")
- iTV – Interactive video = Face to face course with significant required activities in a distance modality

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section? Describe the ways in which instructor-student contact and student-student contact will be facilitated in the distance ed environments.

All paper assignments are identical to those in an onsite class, except that they are uploaded to the course shell into a learning management system as an attachment. Weekly class discussions including student to student contact are conducted by means of online discussion forums within a learning management system. Uploaded quizzes or exams accessible through the class web site are used. Feedback in online discussion forums and through e-mail is used. Substantive critiques of all projects and at least general responses to discussion posts are provided. Rubrics, stated in the syllabus, are used to evaluate online discussion work but are not required. As with any on-ground class, departmental rubrics are used to guide the assessment of assignments.

Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Message -Other Contact - Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other

- Discussion Forums
- Message
- Chat/Instant Messaging
- E-mail
- Newsgroup/Discussion Board

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.
The learning management system is accessible and compatible with support programs such as Kurzweil 3000.
Faculty will use the Canvas accessibility checker, along with other resources provided by our Distance Education Director, to ensure all learning materials are accessible, including but not limited to documents, pdfs, OERs, external websites, and videos.

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- Learning management system

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

The class size is from 25 to 45 students.