

College of San Mateo

Course Outline

- New Course
 Update/No change
 Course Revision (Minor)
 Course Revision (Major)

Date: 09-14-09

Department: BUSW

Number: 384

Course Title: Business Presentations II Using POWER POINT for Windows

Units: 1.5

Total Semester Hours Lecture: 24 Lab: Homework: 48 By Arrangement:

Length of Course

- Semester-long
 Short course (Number of weeks 8 weeks)
 Open entry/Open exit

Grading

- Letter
 Pass/No Pass
 Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.): $3 \times 8 / 16 = 1.5 \text{ FLC}$

- Prerequisite** (Attach Enrollment Limitation Validation Form.)
BUSW 383 or equivalent
- Corequisite** (Attach Enrollment Limitation Validation Form.)
- Recommended Preparation** (Attach Enrollment Validation Form.)
- Catalog Description** (Include prerequisites/corequisites/recommended preparation.)
(1.5) *(Pass/No Pass or letter grade option.)* Minimum of 24 lecture hours per term.
Prerequisite: BUSW 383 or equivalent. Examination of advanced features of Power Point such as customizing templates, animation and slide show effects, charts, importing templates and clips from MS web site, self running presentations, making presentations available to others like workgroups and new features of the current version of Office. A materials fee in the amount shown in the Schedule of Classes is payable upon registration. (To increase competency, may be taken twice for a maximum of 3 units.) (AA: Area E5d, CSU)
- Class Schedule Description** (Include prerequisites/corequisites/recommended preparation.)
Examines advanced features of Power Point such as customizing templates, animation and slide show effects, charts, importing templates and clips from MS web site, self running presentations, making presentations available to others like workgroups and new features of the current version of Office. Instructor will discuss portable storage media at first meeting. A materials fee is payable upon registration. **Prerequisite:** BUSW 383 or equivalent. May be taken twice for a maximum of 3 units. (Pass/No Pass or letter grade option.) (AA: Area E5d, CSU)
- Student Learning Outcomes** (Identify 1-6 expected learner outcomes using active verbs.)
Upon completion of the course, students will be able to
 - customize Power Point templates;
 - add animation and slide show effects to presentations;
 - import templates and clips from MS web site;
 - create self running presentations;

- e. make presentations available to others like workgroups and
7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. If this is the case, please simply indicate this in this section).*
- Same as SLOs
8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)
- a. Review advanced techniques.
 - b. Customize Power Point templates
 - c. Add animation and slide show effects to presentations.
 - d. Import templates and clips from MS web site.
 - e. Create self running presentations.
 - f. Make presentations available to others like workgroups.
9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.) **If hours by arrangement are required by this course, indicate the additional instructional activity which will be provided during this time, where the activity will take place, and how the activity will be supervised.**
- a. Students will be required to read each chapter before class to prepare for in-lab exercises.
 - b. Instructor will lecture using computer overhead demonstrations to present and illustrate each feature of each chapter.
 - c. Instructor will lead guided exercises so that students can practice each feature of the chapter.
 - d. Students will work independently on textbook exercises that are both specifically and generally directed.
 - e. Students will be required to print and hand in or email selected exercises to the instructor.
 - f. Students will have access to the computer labs during open lab hours to work on any homework projects.
10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)
Selected student projects will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.
11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)
Microsoft Office 2007 Power Point: A Professional Approach; Hinkle, McGraw Hill Pub., 2007

Prepared by:

(Signature)

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