1. **COURSE ID:** BUSW 383   **TITLE:** Business Presentations Using PowerPoint for Windows I
   Semester Units/Hours: 1.5 units; a minimum of 24.0 lecture hours/semester
   Method of Grading: Grade Option (Letter Grade or P/NP)
   Recommended Preparation:
        BUSW 105,

2. **COURSE DESIGNATION:**
   Degree Credit
   Transfer credit: CSU
   AA/AS Degree Requirements:
        CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**
   Catalog Description:
        Examines the components of effective business presentations and capabilities and features of business
   presentation software for the purpose of planning and creating a complete presentation of integrated text
   and graphics in a slide format.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
   1. Create, save, edit and print documents
   2. Identify the components of effective business presentations.
   3. Demonstrate the capabilities and features of business presentation software.
   4. Plan and create a complete presentation of integrated text and graphics in a slide format.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
   1. Create, save, edit and print documents.
   2. Identify the components of effective business presentations.
   3. Demonstrate the capabilities and features of business presentation software.
   4. Plan and create a complete presentation of integrated text and graphics in a slide format.

6. **COURSE CONTENT:**
   Lecture Content:
   1. What is PowerPoint?
   2. Basic Presentation Tools
   3. Creating a Presentation
   4. Outlines, Hyperlinks and HTML
   5. Working with Text

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
   Typical methods of instruction may include:
   1. Other (Specify): 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.

8. **REPRESENTATIVE ASSIGNMENTS**
   Representative assignments in this course may include, but are not limited to the following:
   Reading Assignments:
        Students will be required to read each chapter before class.

9. **REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:
  1. Selected student projects will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.

10. **REPRESENTATIVE TEXT(S):**
  Possible textbooks include:
    1. Graves, Mayhall. *MS Office 2010 Power Point: A Lesson Approach*, ed. McGraw Hill Pub, 2011

Origination Date: August 2010
Curriculum Committee Approval Date: November 2012
Effective Term: Fall 2013
Course Originator: Patricia Brannock

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