

**College of San Mateo  
Official Course Outline**

1. **COURSE ID:** BUSW 384    **TITLE:** Business Presentations II Using Power Point for Windows  
**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 383,

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:**

    Includes orientation to current Power Point application program and review of basic business presentation features. Also 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.

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. customize templates
3. add animation and slide show effects to presentations.
4. import templates and clips from MS web site.
5. create self-running presentations.
6. make presentations available to others like workgroups

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

    Upon successful completion of this course, a student will be able to:

1. create, save, edit and print documents.
2. customize Power Point templates;
3. add animation and slide show effects to presentations;
4. import templates and clips from MS web site;
5. create self running presentations;
6. make presentations available to others like workgroups

6. **COURSE CONTENT:**

**Lecture Content:**

1. POWER POINT application program orientation
2. Basic business presentation and help menu review
  1. Windows and POWER POINT for Windows orientation
  2. 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
3. Advanced business presentations features:
  1. Customize templates
  2. Add animation and slide show effects to presentations
  3. Import templates and clips from MS web site
  4. Create self-running presentations
  5. Make presentations available to others like workgroups

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. Hinkle. *Microsoft 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

/body