

College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 385 **TITLE:** Business Presentations Using PowerPoint
Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours
Method of Grading: Grade Option (Letter Grade or Pass/No Pass)
Recommended Preparation:
 Eligibility for ENGL 838 or ENGL 848 or ESL 400.

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, 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. Examines advanced features of PowerPoint, such as customizing templates, animation, and slide show effects, charts, importing templates and clips from MS websites, self running presentations, and making presentations available to others.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 1. Create a presentation illustrated with pictures, shapes, tables, charts, transitions, and SmartArt graphics.
 2. Create and import customized shapes, themes and background colors for templates, add animation and video, prepare slides, and use of Slide Master to change themes.
 3. Apply and create advanced, complex and animations, use hyperlinks and action buttons, and integrate contents from other applications to add new content to slides.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. Create, save, edit, and print PowerPoint documents.
 2. Demonstrate the capabilities and features of business presentation software.
 3. Customize PowerPoint templates.
 4. Add animation and slideshow effects to presentations.
 5. Identify templates and clips from the MS website.
 6. Identify the components of effective business presentations.
 7. Demonstrate the capabilities and features of business presentation software.
 8. Plan and create a complete presentation of integrated text and graphics in a slide format.
 9. Make presentations available to others, like work groups.

6. **COURSE CONTENT:**
Lecture Content:
 Lecture Content:
 1. PowerPoint application program orientation
 2. Basic Presentation Tools
 3. Outlines, Hyperlinks and HTML
 4. Basic business presentation and help menu review
 - A. Windows and PowerPoint for Windows orientation
 - B. 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
 5. Advanced business presentations features:
 - A. Customize templates
 - B. Add animation and slide show effects to presentations
 - C. Import templates and clips from the MS website
 - D. Create self-running presentations

6. Digitally share presentations with others.

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Individualized Instruction
- C. Other (Specify): Typical daily online assignments include reading of chapter sections, working on homework computer assignments, and individualized instruction, where needed.

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Students will be required to underline and take individual notes, as they work through the chapters. They will discover that this note taking will help as they work through later chapters.

Reading Assignments:

Students will be required to read each chapter, such that they can complete the computerized homework assignments. This reading time may require that students perform exercises as they read through the chapter, saving documents as they work through the document.

Other Outside Assignments:

None.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Exams/Tests
- B. Homework
- C. Projects
- D. 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:

- A. Sebok, Susan. *Microsoft Office 365 PowerPoint 2016 Comprehensive*, ed. Cengage Learning, 2017
- B. Pinard, Katherine. *New Perspectives Microsoft Office and PowerPoint 2016*, ed. Cengage Learning, 2017

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Course Originator: Janice Willis