



5055 Santa Teresa Blvd  
Gilroy, CA 95023

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### Course Outline

**COURSE:** CMUN 129      **DIVISION:** 10      **ALSO LISTED AS:** CSIS 129

**TERM EFFECTIVE:** Spring 2019

**CURRICULUM APPROVAL DATE:** 11/09/2015

**SHORT TITLE:** PRESENTATION GRAPHICS

**LONG TITLE:** Presentation Graphics - MS PowerPoint

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1	18	Lecture:	1	18
		Lab:	0	0
		Other:	0	0
		Total:	1	18

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Out of Class Hrs:      36.00

Total Learning Hrs:      54.00

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#### **COURSE DESCRIPTION:**

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation with text and objects. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 129. **ADVISORY:** CSIS 126 or word processing skills in the Windows environment.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

#### **GRADING MODES**

L - Standard Letter Grade

P - Pass/No Pass

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

- 02 - Lecture and/or discussion
- 05 - Hybrid
- 72 - Dist. Ed Internet Delayed

**STUDENT LEARNING OUTCOMES:**

1. Create a compelling multimedia PowerPoint presentation that is visually consistent and aesthetically pleasing by inserting clip art, photos, logos, video clips and sound clips; demonstrates the use of different fonts, text colors, and text sizes; and utilizes templates, headers, and footers.

Measure of assessment: homework, exam, presentation

Year assessed, or planned year of assessment: 2016

**COURSE CONTENT:**

Curriculum Approval Date: 11/09/2015

**2 HOURS**

Lectures:

- (1) Creating a Presentation, Getting Started with PowerPoint, Choosing the Best Method to Start a Presentation, Creating a Presentation Using Suggested Content, Browsing Through a Presentation, Editing, Text in a Presentation, Viewing a Presentation, Getting Help Using PowerPoint
- (2) Working with a Presentation, Creating a Presentation Using a Design Template, Entering Text in a Slide
- (3) Creating a New Slide, Inserting Slides from Other Presentations, Rearranging Slides in a Presentation
- (4) Entering Speaker Notes, Creating a Folder to Store a Presentation

Student Performance Objectives: Create, edit, save, and print a presentation. Use three different ways to create a presentation.

**3 HOURS**

Lectures:

- (1) Printing a Presentation, Working with an Existing Presentation
- (2) Adding a Header and a Footer, Choosing the Right Print Settings, Previewing a Presentation
- (3) Printing a Presentation, Outlining Your Ideas, Creating a Blank Presentation
- (4) Entering Text in an Outline, Inserting an Outline from Microsoft Word, Deleting and Rearranging Slides, Paragraphs, and Text, Formatting Text in an Outline, Sending an Outline or Notes to Word

Student Performance Objectives: Prepare a presentation for printing. Modify slides, paragraphs, and text.

**3 HOURS**

Lectures:

- (1) Adding and Modifying Slide Text, Adding and Moving Text on Slides, Changing Text Alignment and Spacing
- (2) Finding and Replacing Text and Fonts, Correcting Text While Typing, Checking Spelling and Presentation Styles
- (3) Applying and Modifying Design Templates, Applying a Design Template to a Presentation, Making Your Presentation Look Consistent
- (4) Formatting Master Text and Bullets, Saving a Presentation as a Design Template, Viewing and Changing Presentation Colors
- (5) Viewing and Choosing a Color Scheme, Creating a Color Scheme, Adding Colors to a Presentation
- (6) Adding and Modifying a Slide Background

Student Performance Objectives: Set a design template and modify it. Add and modify text in a presentation.

## **COURSE CONTENT (CONTINUED):**

3 HOURS

Lectures:

- (1) Drawing and Modifying Shapes, Drawing and Resizing a Shape, Copying and Moving a Shape
- (2) Changing the Way a Shape Looks, Aligning Shapes, Connecting Shapes
- (3) Adding 3-D Effects to Shapes, Changing the Stacking Order of Shapes, Rotating and Flipping Shapes
- (4) Drawing and Editing an Arc Shape, Grouping and Ungrouping Shapes, Inserting Information into PowerPoint
- (5) Changing the Layout of a Slide, Inserting Clip Art, Changing the Size of an Image
- (6) Changing Colors in a Clip Art Image, Inserting and Formatting a Table, Inserting a Microsoft Excel Chart
- (7) Inserting and Formatting a Graph, Inserting and Modifying an Organization Chart, Inserting and Modifying a Diagram
- (8) Inserting a Picture, Modifying a Picture, Inserting and Modifying Stylized Text

Student Performance Objectives: Create a presentation that uses shapes, and then modify it. Create presentations that use clip art, tables, charts and graphs.

3 HOURS

Lectures:

- (1) Setting Up and Delivering a Slide Show
- (2) Animating a Slide During a Slide Show, Adding Transition Effects Between Slides, Creating and Editing a Custom Show
- (3) Delivering a Slide Show, Taking Notes During a Slide Show, Creating a Multimedia Presentation
- (4) Inserting Sounds and Movies, Playing Sounds and Movies in a Slide Show, Adding Slide Timings
- (5) Recording a Narration in a Slide Show, Creating a Self-Running Presentation, Creating a Web Presentation
- (6) Creating an Agenda Slide or Home Page, Creating a Hyperlink, Previewing and Publishing a Presentation as a Web Page, Adding a Digital Signature

Student Performance Objectives: Create a multimedia presentation. Create a web presentation.

2 HOURS

Lectures:

- (1) Reviewing and Sharing a Presentation
- (2) Adding Comments to a Presentation, Adding Password Protection to a Presentation, Sending a Presentation for Review Using E-Mail
- (3) Tracking Changes in a Presentation, Broadcasting a Presentation over a Network, Collaborating in an Online Meeting
- (4) Delivering a Presentation on the Road, Customizing PowerPoint, Customizing the Way You Perform Commands
- (5) Customizing the Way You Create Objects, Simplifying Tasks with Macros, Final Exam and Final Projects

Student Performance Objectives: E-mail a presentation and password protect it. Use macros and command customization. Present their projects to the class.

2 HOURS

Final exam and final projects.

**METHODS OF INSTRUCTION:**

Lecture, Demonstration, Guided Practice

**OUT OF CLASS ASSIGNMENTS**

Required Outside Hours: 18

Assignment Description: Homework: Read chapters covered in the lecture and work through the sample projects in the chapter. Do homework exercises at the end of each chapter. Assignment #1: Create a presentation using suggested content. Create a presentation using a design template. Edit, format, print, and save a presentation. Assignment #2: Prepare a Presentation for printing with headers and footers. Create a presentation using from different sources such as Blank Presentation, Outline, and Microsoft Word. Modify a presentation by deleting and rearranging slides, paragraphs, and text. Assignment #3: Add and modify text, using different alignment, spacing, and fonts. Set up and modify design template for a presentation. Add colors, bullets and master text for a design template. Assignment #4: Create a presentation that uses shapes, and then modify it. Create presentations that use clip art, tables, charts and graphs. Assignment #5: Set up and deliver a slide show. Create a multimedia presentation. Create a web presentation. Assignment #6: E-mail a presentation. Create macros and customizing for commands.

Required Outside Hours: 18

Assignment Description: Study for exams. Work on PowerPoint project.

**METHODS OF EVALUATION:**

Problem-solving assignments

Percent of total grade: 20.00 %

Problem-solving demonstrations: 20% - 50% Homework, Project

Skill demonstrations

Percent of total grade: 40.00 %

Skill demonstrations: 40% - 80% Class performance, Performance exams

Objective examinations

Percent of total grade: 15.00 %

Objective examinations: 15% - 35% Multiple Choice, True/False, Matching Items, Completion

**REPRESENTATIVE TEXTBOOKS:**

Nina Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp, Ian Rutkosky. Marquee Series: Microsoft PowerPoint 2016. US: EMC Paradigm,2016.

ISBN: 9780763868239

Reading Level of Text, Grade: 12+ Verified by: MS Word

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200530

Not Transferable

UC TRANSFER:

Not Transferable

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: CMUN

CSU Crosswalk Course Number: 129

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000352290

Sports/Physical Education Course: N

Taxonomy of Program: 150600