GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: ESL 707　　　　DIVISION: 90　　　　ALSO LISTED AS:

TERM EFFECTIVE: Fall 2021　　　　　　CURRICULUM APPROVAL DATE: 12/14/2021

SHORT TITLE: NC PRESENTATION BASICS

LONG TITLE: NC Presentation Basics for ESL Students

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
0	18	Lecture:	.5	9
		Lab:	0	0
		Other:	0	0
		Total:	.5	9

Out of Class Hrs:　18.00
Total Learning Hrs: 27.00

COURSE DESCRIPTION:

This course introduces ESL students to presentation graphics using presentation software to create a computerized slide show with text and objects. ADVISORIES: ESL 786 or ESL Assessment Recommendation and ESL 706

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES
　　　N - Non Credit

REPEATABILITY: R - Course may be repeated
Maximum of 99 times

SCHEDULE TYPES:

      02 - Lecture and/or discussion

      05 - Hybrid

      71 - Dist. Ed Internet Simultaneous

      72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Students will create a digital presentation that demonstrates the use of different fonts, text colors, and text sizes.

2. Students will demonstrate inserting clip art, photos, logos, video clips and sound clips to create a compelling multimedia digital presentation.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Utilize basic computer skills and presentation software to plan and create a digital presentation.

2. Utilize basic computer skills and presentation software functions to modify and enhance a digital presentation.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 12/14/2021

1 Hour

Content: Creating a Presentation.

Getting Started with presentation software.

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 Presentation Software.

1 Hour

Content: Working with a Presentation.

Creating a Presentation Using a Design Template.

Entering Text in a Slide.

Creating a New Slide.

Inserting Slides from Other Presentations.

Rearranging Slides in a Presentation .

Entering Speaker Notes.

Creating a Folder to Store a Presentation.

1 Hour

Content: Create a Presentation Using a Design Template.

Edit, format, print, and save a Presentation.

Performance objectives .

Use three different ways to create a Presentation.

Printing a Presentation.

Working with an Existing Presentation.

1 Hour

Content: Adding a Header and a Footer.

Choosing the Right Print Settings.

Previewing a Presentation.

Printing a Presentation.

Outlining Your Ideas.

Creating a Blank Presentation.

Entering Text in an Outline.

Inserting an Outline from a word processing program.

1 Hour

Content: Deleting and Rearranging Slides, Paragraphs, and Text.

Formatting Text in an Outline.

Sending an Outline or Notes to a Word Processor.

1 Hour

Content: Adding and Modifying Slide Text.

Adding and Moving Text on Slides.

Changing Text Alignment and Spacing.

Finding and Replacing Text and Fonts .

Correcting Text While Typing.

1 Hour

Content: Checking Spelling and Presentation Styles.

Applying and Modifying Design Templates.

Applying a Design Template to a Presentation.

Making Your Presentation Look Consistent.

Formatting Master Text and Bullets.

Saving a Presentation as a Design Template.

Viewing and Changing Presentation Colors.

1 Hour

Content: Creating a Color Scheme.

Adding Colors to a Presentation.

Adding and Modifying a Slide Background.

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.

1 Hour

Content: Setting Up and Delivering a Slide Show.

Animating a Slide During a Slide Show.

Adding Transition Effects Between Slides.

Creating and Editing a Custom Show.

Delivering a Slide Show.

Taking Notes During a Slide Show.

Creating a Multimedia Presentation.

Inserting Sounds and Movies.

Playing Sounds and Movies in a Slide Show.

Adding Slide Timings.

METHODS OF INSTRUCTION:

Lecture, demonstration, hands-on presentation software lab.

METHODS OF EVALUATION:

Objective examinations
Percent of total grade: 20
Class project.

Problem-solving assignments
Percent of total grade: 30
Class projects.

Skill demonstrations
Percent of total grade: 50
Class performances.

REPRESENTATIVE TEXTBOOKS:

No textbook is required for this course.

ARTICULATION and CERTIFICATE INFORMATION

        Associate Degree:

        CSU GE:

        IGETC:

        CSU TRANSFER:

            Not Transferable

        UC TRANSFER:

            Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: B

Classification: K

Noncredit Category: A

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: G

Non Credit Enhanced Funding: Y

Funding Agency Code: A

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000592470

Sports/Physical Education Course: N

Taxonomy of Program: 493087