Course Establishment Form

Course Outline

Division: Business, Engineering and Information Technologies
Program/Dept: Business
Course Number: BUS 126
Credits: 2.0
Course Title: PowerPoint for Business
Variable:
Inst. Intent: 21 Vocational Preparatory
CIP: 520407
Fee: Yes X No
Type: CL

Degree/Certificate Requirement: Yes X No:
Name of Degree/Certificate: General Business A.A.S. Degree (option elective)
Administrative Assistant Certificate
Administrative Assistant A.A.S. Degree

Distribution Requirement for AA/AS:
Transfer Status to 4-year institution: Yes No: X
If yes, please describe:

Course length: 1 qtr.; 11 weeks
Class Size: 28
Course Contact Hours: 22
Lecture: 22 Lab: Clinical: Other: System:
Prerequisite: Yes No: X
If yes, please describe:

Required Placement Tests: Yes X No
If yes, please describe:
Placement into English 097/098 or successful completion of English 095/096.
Comments:
Recommendation: Ability to touch type
A working knowledge of the computer
Previous experience using Windows environment
Previous experience with a Windows-based application program
Course Description:
Learn to use Microsoft PowerPoint to create exciting, dynamic visuals to accompany your business and personal presentations. The hands-on approach will allow you to learn how to create, change, customize, and save PowerPoint files. Learn to add and manipulate graphics and apply appropriate design elements to the presentation itself.

Course Goals:

NSCC General Education Learning Outcomes and/or Related Instructional Outcomes (for technical courses) Met by Course:
Outcome #1. Think critically in reading and writing.
Outcome #4. Access, evaluate, and apply information from a variety of sources and a variety of contexts.
Outcome #5. Apply computer competency appropriate to general education and occupational goals.

Course Outcomes/Learning Objectives:
Following completion of this course, students should be able to
• Create, open, edit, and save a PowerPoint slide show
• Apply design and layout options to slides
• Demonstrate an understanding of the importance of design elements
• Organize slides for effective presentations
• Use PowerPoint in an actual presentation
• Generate a variety of printed documents from PowerPoint

Topical Outline and/or Major Divisions:

I. Preparing PowerPoint Presentation
   a. Planning and Creating a PowerPoint Presentation
   b. Saving, Viewing and Printing a PowerPoint File
   c. Opening and Closing a PowerPoint File
   d. Deleting, Copying, and Renaming a PowerPoint File

II. Modifying a Presentation and Using Help
   a. Editing Slides
   b. Using Spell Check and Thesaurus
   c. Organizing Slides
   d. Previewing a Presentation
   e. Using Help

III. Formatting Slides
   a. Formatting a Presentation
   b. Inserting Headers and Footers in a Presentation
   c. Adding Speaker Notes
   d. Hiding Slides

IV. Adding Visual Appeal and Action Elements to Presentation
   a. Formatting Techniques
   b. Displaying Ruler, Guide Lines, and Grid Lines
c. Inserting Images in a Presentation
d. Adding Animation and Transition Effects to a Presentation
e. Changing Slide Layouts and Designs

V. Adding Visual Elements to a Presentation
   a. Creating WordArt, Organizational Charts, and Diagrams
   b. Creating a Chart and a Table
   c. Inserting a Scanned Image
   d. Optional: Adding Sound and Video (only if available on computers)
   e. Creating and Applying a Custom Template

VI. Design Elements
   a. Using Color
   b. Using Fonts
   c. Using Graphics
   d. Following Design Guidelines

VII. Sharing/Connecting Data and Presentations
   a. Copying and Pasting Data
   b. Importing Data
   c. Creating a Summary Slide
   d. Linking and Embedding Objects
   e. Sending a Presentation for Review
   f. Inserting Comments
   g. Saving a Presentation as a Web Page

VIII. Tips on Using PowerPoint in a Presentation
   a. Using the Simple 1-2-3 Presentation Approach
   b. Considering Your Audience
   c. Following General Guidelines When Using PowerPoint

Course Requirements (Expectations of Students)
Students are expected to actively participate in class learning activities. Regular and consistent attendance is required. Students must complete all required assignments and projects as assigned by the instructor.

Methods of Assessment/Evaluation:
Final grades are assigned according to published grading standards for the course.

Grade evaluation may be based upon several of the following:
- Completion of required assignments
- Instructor and/or peer evaluation of class assignments and activities
- Instructor and/or peer evaluation of individual projects
- Evaluation of examinations or quizzes

Required Text(s) and/or Materials:
As determined by instructor.

Supplemental Text(s) and/or Materials:
As required by instructor.