AIS 004A: INTRODUCTORY POWERPOINT

Date Submitted:Wed, 12 Jun 2019 15:10:56 GMT

Formerly known as:
CIS 004 (or if cross-listed - inactivated courses associated with this course)

Originator
amsimmons

Justification / Rationale
Enter unique number for recent approval of course

Effective Term
Fall 2019

Credit Status
Credit - Degree Applicable

Subject
AIS - Applications and Information Systems

Course Number
004A

Full Course Title
Introductory PowerPoint

Short Title
INTRO MS POWERPOINT

Discipline

Disciplines List
Computer Information Systems (Computer network installation, microcomputer technology, computer applications)
Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

Modality
Face-to-Face
100% Online

Catalog Description
This course provides basic concepts and practical applications using PowerPoint for Windows. Students receive instruction and practice in creating presentations with pictures, shapes, transitions, and animations; evaluation of presentation effectiveness; technology of packaging presentations and portability across multiple mediums.

Schedule Description
Creating presentations with PowerPoint.

Lecture Units
.5
Lecture Semester Hours
9

Lab Units
0.5
Lab Semester Hours
27

In-class Hours
36

Out-of-class Hours
18

Total Course Units
1

Total Semester Hours
54

Required Text and Other Instructional Materials

Resource Type
Book

Open Educational Resource
No

Author
Robert Nordell

Title
MS Office 2016: In Practice Power Point Complete with SIMnet

Edition
2016

City
New York, New York

Publisher
McGraw Hill

Year
2016

College Level
Yes

ISBN #
9781260114270

Class Size Maximum
32

Course Content
1. Basic presentation software concepts, terms and definitions
2. Presentation development using PowerPoint
   a. Entering text and numbers
   b. Importing graphics
   c. Editing slides
   d. Organizing slides
3. Run a presentation
   a. Run a presentation from a computer
   b. Run a presentation as an overhead presentation
   c. Create an automated presentation
   d. Package a presentation to run on a different computer
   e. Export a presentation to the web
4. Publish from a presentation
   a. Rearrange slides in a presentation
   b. Rearrange objects on a slide

   c. Find, replace, and rearrange text in a slide
   d. Create audience handouts from the presentation
   e. Print an outline of the presentation
5. Web operations
   a. Publish a presentation to the web
   b. Insert hyperlnks in a presentation
6. Slide format
   a. Change font and color
   b. Work with templates and styles
   c. Format with bullets and numbers
   d. Insert headers and footers
   e. Work with slide masters
7. Add visual appeal
   a. Draw, move, and stretch an object
   b. Add animation effects to a slide
   c. Add transition effects to a presentation
   d. Download and import pictures from the web
   e. Format pictures maintaining resolution
   f. Insert and animate Word Art
8. Linking and embedding objects
   a. Import a chart
   b. Link to an access database
   c. Use the clipboard
9. Evaluate presentation effectiveness
   a. Understand cultural differences
   b. Develop a purpose for the presentation
   c. Investigate the presentation environment
   d. Determine appropriate length of presentation
   e. Determine appropriate content per slide

Lab Content

Practical demonstrations of all content covered in lecture.
1. Presentation development using PowerPoint
   a. Entering text and numbers
   b. Importing graphics
   c. Editing slides
   d. Organizing slides
2. Run a presentation
   a. Run a presentation from a computer
   b. Run a presentation as an overhead presentation
   c. Create an automated presentation
   d. Package a presentation to run on a different computer
   e. Export a presentation to the web
3. Publish from a presentation
   a. Rearrange slides in a presentation
   b. Rearrange objects on a slide
   c. Find, replace, and rearrange text in a slide
   d. Create audience handouts from the presentation
   e. Print an outline of the presentation
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   a. Publish a presentation to the web
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      c. Add transition effects to a presentation
      d. Download and import pictures from the web
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      a. Import a chart
      b. Link to an access database
      c. Use the clipboard
8. Evaluate presentation effectiveness
      a. Understand cultural differences
      b. Develop a purpose for the presentation
      c. Investigate the presentation environment
      d. Determine appropriate length of presentation
      e. Determine appropriate content per slide

Course Objectives

	Objectives
Objective 1	Define and describe presentation concepts, terms, and definitions.
Objective 2	Add transitions, animations, and media to a presentation.
Objective 3	Package a presentation to run across multiple media.
Objective 4	Run a presentation using power point
Objective 5	Publish power point presentations to the web
Objective 6	Format slides for presentation
Objective 7	Link and embed objects from other Microsoft Office applications
Objective 8	Define criteria for an effective presentation

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Create an effective presentation using common formatting and editing commands.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	Demonstration in class; repetition and practice of skills in lab
Collaborative/Team	Evaluate presentations in teams
Activity	Design presentations
Technology-based instruction	Hands on assignments in using PowerPoint presentation software
Lecture	Concepts, critical thinking discussion, demonstration
Laboratory	Practical demonstrations of creating, formatting and animating presentations
Discussion	Discussion questions to develop critical thinking presentation evaluation techniques

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Short essay critical thinking questions	Out of Class Only
Student participation/contribution	Class discussion about what to avoid while creating an effective presentation.	In and Out of Class
Mid-term and final evaluations	Final project using the PowerPoint Application and final exam using online simulations.	In Class Only
Presentations/student demonstration observations	Students create and present PowerPoint presentations	In Class Only
Computational/problem-solving evaluations	Evaluate effectiveness of presentations against stated purpose	In and Out of Class
Laboratory projects	Hands on practical simulations on how to build an effective presentation	In and Out of Class

Assignments

Other In-class Assignments

1. Critical thinking assessment of presentation graphics concepts
2. Team evaluations of presentations to demonstrate understanding of cultural differences and important of knowing the purpose of the presentation
3. Multiple choice quizzes
4. Hands on creation of PowerPoint presentations
5. Practical demonstration of all PowerPoint techniques covered in text readings and class lecture

Other Out-of-class Assignments

1. Textbook readings
2. Practice using simulation software
3. Practice quizzes
4. Critical thinking short essay assignments
5. Create power points presentations

Grade Methods

Letter Grade Only

Distance Education Checklist

Lab Courses

How will the lab component of your course be differentiated from the lecture component of the course?

Lab and lecture are clearly differentiated in the weekly module by a Title and Indentation techniques.

From the COR list, what activities are specified as lab, and how will those be monitored by the instructor?

Lab activities are done using online grading resources. Student works on projects using MS Office and submits to SIMnet, which grades projects and quizzes and gives feedback to students, including simulations on content areas for which they did not perform well. All lab activities can be re-assessed by instructor and performance can be monitored according to reports based on content and SLOs.

How will you assess the online delivery of lab activities?

Lab activities are done using online grading resources. Student works on projects using MS Office and submits to SIMnet, which grades projects and quizzes and gives feedback to students, including simulations on content areas for which they did not perform well. All lab activities can be re-assessed by instructor and performance can be monitored according to reports based on content and SLOs.

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

All data referent to student work done outside of Canvas is encrypted and synced by the access pairing created by College of the Desert IT Department and McGraw Hills Simnet.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Regular virtual office hours
Private messages
Online quizzes and examinations
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Online Course Enrollment

Maximum enrollment for online sections of this course

32

Other Information

MIS Course Data

CIP Code

52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

AIS 004A_CIS-004_CCC000569646.pdf

Approvals

Curriculum Committee Approval Date

3/5/2019

Academic Senate Approval Date

3/14/2019

Board of Trustees Approval Date

5/17/2019

Chancellor's Office Approval Date

5/28/2019

Course Control Number

CCC000605504

Programs referencing this course

Business Information Worker - Manager Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=200)
Applications and Information Systems AS Degree (http://catalog.collegeofthedesert.eduundefined?key=223)
Business Information - Marketing Specialist Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=224)
Computer Information Systems Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=122)
Agri-Business AS Degree (http://catalog.collegeofthedesert.eduundefined?key=46)
General Agriculture AS Degree (http://catalog.collegeofthedesert.eduundefined?key=49)
Agriculture Food Safety Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=83)
Agriculture Office Assistant Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=84)
Agriculture Office Professional Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=85)
Agriculture Pest Management Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=86)
Agriculture Technician Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined?key=87)