# COURSE TITLE: POWERPOINT LAB

1. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION: CSCI-1114**

# PREREQUISITE(S): None

1. **COURSE TIME/LOCATION: (*Course Syllabus – Individual Instructor Specific*)**
2. **CREDIT HOURS:** 1 **LECTURE HOURS:** 0

**LABORATORY HOURS:** 1 (2 Contact) **OBSERVATION HOURS:** 0

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***

# COURSE DESCRIPTION:

Hands on computer use with presentation software. Familiarizes the student with problem solving using business application and presentation skills using Microsoft PowerPoint standards, methodology and terminology. We will be utilizing Microsoft Word 2016 software as our presentation software program.

# LEARNING OBJECTIVES: Explain and Investigate:

* 1. Navigating Microsoft Office 2016 and specifically Microsoft PowerPoint 2016 on campus and help students understand how to download Microsoft Office 2016 on their personal computers free from Microsoft as students at SSCC.
  2. Review new features of Microsoft PowerPoint 2016.
  3. Understanding and utilizing cloud storage.
  4. Creating PowerPoint presentations using a blank presentation and using templates.
  5. Inserting text in placeholders.
  6. Creating slideshows with themes, color variants, transitions, sounds, and automatic advancements.
  7. Edit and modify presentations utilizing spell checker, thesaurus, rearranging, and customizing.
  8. Create outlines and notes to include with the presentation.
  9. Apply formatting by replacing fonts and formatting with format painter.
  10. Modify contents in a placeholder.
  11. Rotate text in placeholders.
  12. Customize bullets and numbers within the placeholder.
  13. Change slide size and page setup settings.
  14. Utilize design themes by creating theme colors, theme fonts, and saving a custom design theme.
  15. Insert, format and copy various shapes.
  16. Design presentations using the rulers, gridlines, and guides.
  17. Merge shapes and group and ungroup objects in a presentation.
  18. Insert and work with images by utilizing sizing, cropping, utilizing online resources and creating screenshots.
  19. Create and format WordArt text in a presentation.
  20. Insert symbols.
  21. Insert headers and footers.

# ADOPTED TEXT(S):

A textbook is **not** beingrequired for this course. Students will be using open source references and materials.

# OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)

1. Microsoft Office 2016 – Specifically PowerPoint 2016

# GRADING SCALE

A= 90 - 100

B = 80 - 89

C = 70 -79

D = 60 - 69

F = 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS: (*Course Syllabus – Individual Instructor Specific)***
2. Instructor will specify which criteria apply to a particular assignment and work to be placed into the portfolio.
3. Students will complete multiple exercises in word processing software.
4. Other assignments, projects and exercises may be assigned and graded at the discretion of the instructor.
5. The student will take an exit test to determine their word processing proficiency.

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| *Category* | ***EXAMPLE ONLY***  *Total Points* | *% ofe* |
| Chapter Assignments (10x30) | 300 | 30% |
| Quizzes (10x20) | 200 | 20% |
| Unit Exams (3x100) | 300 | 30% |
| Assignments (5x10) | 50 | 5% |
| Annual Report Project (100) | 100 | 10% |
| Attendance | 50 | 5% |
| Total | 1000 | 100% |

1. **COURSE METHODOLOGY OR COURSE FORMAT: *(Course Syllabus – Individual Instructor Specific)***
   1. May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, tests and quizzes.
   2. The student may be required to create a work portfolio to demonstrate their skill in Microsoft PowerPoint.
   3. The student may take an exit test to determine their presentation proficiency.
2. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

* **Week 1** – Work with navigating Microsoft PowerPoint on campus and on personal computers after downloading Microsoft Office 2016 from the school website. PowerPoint documents will be created and saved utilizing cloud storage, templates, and saving and sharing documents. (LO1, LO2, LO3)
* **Week 2** – Demonstrate working with text within a PowerPoint document by utilizing a blank document and various templates by inserting text, themes, color variants transitions, sounds, and presentation automatic advancements with utilizing the built-in spell checker, thesaurus, and rearranging and customizing presentations. (LO4, LO5, LO6, LO7)
* **Week 3** – Demonstrate the ability to create a presentation outline and presentation notes. Format a presentation by replacing fonts and formatting techniques using the format painter tool and modifying contents in placeholders within the presentation. Sharpen the presentation by using bullets, numbers, and text rotation within placeholders. (LO8, LO9, LO10, LO11, LO12)
* **Week 4**  - Customize a presentation by changing slide size and page setup settings and utilize design themes with various colors, fonts, and personalized customized themes. (LO13, LO14)
* **Week 5**  - Create a presentation utilizing rulers, gridlines, and guides. (LO15)
* **Week 6**  - Merge shapes and group and ungroup objects and shapes within a presentation by demonstrating how to use insert, format, and copy. (LO16)
* **Week 7** – Demonstrate image manipulation by utilizing sizing, cropping, and downloading online resources and creating screenshots. (LO17)
* **Week 8** – Demonstration creating and formatting WordArt text in a presentation along with symbols and inserting headers and footers. (LO18, LO19, LO20)

\*Instructors hold the right to rearrange and maintain a different schedule of work to fulfill the objectives of the course

# SPECIFIC MANAGEMENT REQUIREMENTS:

Assignments will be evaluated according to instructor directives.

# OTHER INFORMATION:

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.