1. **COURSE TITLE\*: PowerPoint**
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*: CSCI 2217**
3. **PREREQUISITE(S)\*: None COREQUISITE(S)\*:**
4. **COURSE TIME/LOCATION: (*Course Syllabus – Individual Instructor Specific*)**
5. **CREDIT HOURS\*: 3.0 LECTURE HOURS\*: 2.5**

**LABORATORY HOURS\*: .5 (1 Contact) OBSERVATION HOURS\*: 0**

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

Introduction to presentation software using adopted Microsoft PowerPoint release edition for effective, efficient, dynamic presentations with creating of master presentations, templates, slide content, and collaborating and delivering presentations and preparation for the Microsoft PowerPoint Exam.

1. **LEARNING OBJECTIVES\*:**

Upon successful completion of the course, the student will be able to operate and perform advanced applications within presentation design and editing software. The student will be able to:

1. Prepare PowerPoint presentations.
2. Modify a presentation and use help and type tools in PowerPoint slides.
3. Format various design elements in the PowerPoint presentation slides.
4. Insert various design elements in the PowerPoint presentation slides.
5. Create tables, charts, and smart art graphics within presentation slides.
6. Use slide masters and action buttons on PowerPoint presentation slides.
7. Apply custom animation and setting up shows in PowerPoint presentations.
8. Integrate, share, and protect PowerPoint presentations.
9. Prepare for the Microsoft Office Specialist Exam in PowerPoint reflecting skills achieved using this application.
10. Complete the Microsoft Office Specialist Exam in PowerPoint reflecting skills achieved using this application.
11. **ADOPTED TEXT(S)\*:**

Benchmark Series Microsoft PowerPoint with Microsoft Office 365 – 2019 Edition

Bundled ISBN Includes: Printed Textbook, Cirrus, and EBook

Edition 2019

Authors: Rutkosky, Roggenkamp, Rutkosky

Publisher: Paradigm Education Solutions

BUNDLED ISBN: 978-0-76388-812-1

GMetrix Access Code will be provided by instructor.

**9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) \*\*\*.**

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***
2. A fast, reliable Internet connection is required for access to Cirrus web-based training and assessment and access to student data files.
3. Microsoft Office Specialist (MOS) Exam Voucher purchased at Certiport or thru the SSCC business office.
4. Applicable Lab Fees.
5. Applicable exam sitting fees.
6. GMetrix Microsoft Office simulation software site license access code provided by instructor.
7. Current Cirrus access code for accessing online resources.
8. Computer Time: Approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements.
9. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

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)***

|  |  |
| --- | --- |
| Graded Content | Percentage |
| CIRRUS Training Tutorial Completion | 8% |
| CIRRUS Exercise Completion | 25% |
| CIRRUS Concept Exam Completions | 8% |
| CIRRUS Skills Check Completions | 15% |
| CIRRUS Project Completions | 15% |
| Discussions and BB IM Utilization Assignment | 4% |
| GMetrix Multi-Project Training and Testing (50 points each) | 14% |
| Final MOS Certification Test (1) 77-729 | 10% |
| Reflections Survey | 1% |
| TOTAL | 100% |

1. **COURSE METHODOLOGY OR COURSE FORMAT: *(Course Syllabus – Individual Instructor Specific)***

*Can include any of the following:*

1. Portfolio of documentation representing skills and knowledge gained
2. Hands on textbook applications and exercises for creating and designing various office application documents
3. May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, tests and quizzes.
4. Integration of the various office applications

*Must include:*

1. Preparation for Microsoft Office Specialist (MOS) Exam using GMetrix
2. Completing of the Microsoft Office Specialist (MOS) Exam – PowerPoint
3. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

Week 1: Chapter 1 - Course Learning Objective 1: Students will create presentations, design a slideshow, and save presentations. Methods for accessing include assigned CIRRUS activities and tests.

Week 2: Chapter 1 - Course Learning Objective 1: Students will develop navigation skills, prepare a presentation from a blank presentation, prepare a presentation an outline view, design a slide show to add transitions and sounds and present an automatic slideshow presentation. Methods for accessing include assigned CIRRUS activities and tests.

Week 3: Chapter 2 - Course Learning Objective 2: Students will create presentations and utilize the spellchecker, the thesaurus, and manage text and placeholders using Microsoft PowerPoint. Methods for accessing include assigned CIRRUS activities and tests.

Week 4: Chapter 2 - Course Learning Objective 2: Students will demonstrate managing slides, create sections, and customize the quick access toolbar using Microsoft PowerPoint. Methods for accessing include assigned CIRRUS activities and tests.

Week 5: Chapter 3 - Course Learning Objective 3: Students will format a presentation, customize bullets, and customize placeholders using Microsoft PowerPoint. Methods for accessing include assigned CIRRUS activities and tests.

Week 6: Chapter 3 - Course Learning Objective 3: Students will change slide size and page set up, modify design themes, format a slide background, and create customized themes and Microsoft PowerPoint. Methods for accessing include assigned CIRRUS activities and tests.

Week 7: Chapter 4 - Course Learning Objective 4: Students will insert and format text boxes, insert and format and copy shapes in Microsoft PowerPoint. Methods for accessing include assigned CIRRUS activities and tests.

Week 8: Chapter 5 - Objective 4: Students will insert images, create screenshots, create and format word art, insert symbols, and insert headers and footers in Microsoft PowerPoint. Methods for accessing include assigned CIRRUS activities and tests.

Week 9: Chapter 5 - Course Learning Objective 5: Students will create tables and create smart art in Microsoft PowerPoint. Students will demonstrate certification preparedness by completing the PowerPoint Multi-Project 1 Training and the PowerPoint Multi-Project 1 Testing in GMetrix. Methods for accessing include assigned CIRRUS activities and tests and GMetrix exams.

Week 10: Chapter 5 - Course Learning Objective 5: Students will create charts, chart buttons, format chart elements, and create photo albums in Microsoft PowerPoint. Methods for accessing include assigned CIRRUS activities and tests.

Week 11: Chapter 6 - Course Learning Objective 6: Students will develop and customize slide masters and save a presentation as a template, Methods for accessing include assigned CIRRUS activities and tests.

Week 12: Chapter 6 - Course Learning Objective 6: Students will customize a handout master, customize a note master, show various view tab options, insert action buttons, and apply an action to an object, and insert hyperlinks in a PowerPoint presentation. Methods for accessing include assigned CIRRUS activities and tests.

Week 13: Chapter 7 - Course Learning Objective 7: Students will apply and remove animations, apply animation effects, set up a slideshow in Microsoft PowerPoint. Students will demonstrate certification preparedness by completing the PowerPoint Multi-Project 2 Training and the PowerPoint Multi-Project 2 Testing in GMetrix. Methods for accessing include assigned CIRRUS activities and tests and GMetrix exams.

Week 14: Chapter 7 - Course Learning Objective 7: students will use tools, create a custom slideshow, and insert audio and video files in a PowerPoint presentation. Methods for accessing include assigned CIRRUS activities and tests.

Week 15: Chapter 8 - Course Learning Objective 8: students will import from a word outline, share presentations, export presentations, save a presentation in a different format, embed and link objects, download templates, compare and combine presentations, manage comments, and manage presentation information in a PowerPoint presentation. Students will demonstrate certification preparedness by completing the PowerPoint Multi-Project 3 Training and the PowerPoint Multi-Project 3 Testing in GMetrix for Course Learning Objective 9. Methods for accessing include assigned CIRRUS activities and tests and GMetrix exams.

Week 16: Students will complete the Microsoft Office Specialist PowerPoint (MOS) Exam at an approved Certiport testing center which is a competency based exam for Course Learning Objective 10. Students will complete a Reflections Survey of the course.

\**Instructor will reserve the right to organize work to meet objectives of the course*.

1. **SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

Assignments will be evaluated according to instructor directives.

**16. 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.

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.