

**Date:** October 2005

- I. Course Name:** PowerPoint  
**Prefix and Number:** CSC 136  
**Credit Hour and Contact Hour:** 1 credit hour - 1 contact hour  
**Course Description:**

This course is designed to teach the student PowerPoint, a Microsoft Office application software product. The course will include topics appropriate to prepare the student to take the MOS (Microsoft Office Specialist) certification test upon completion. Topics covered include file management, creating and formatting presentation materials such as slides, shows and handouts, creation and modification of slide masters and design templates, adding tables, graphics, clip art, charts and animation to presentations, and the automation of slide shows. Prerequisites: CSC 100 Computing in the Information Age or familiarity with Windows.

## **II. Course Outcomes and Objectives**

### **Learning Outcomes**

Upon completion of the course the participant will be able to:

- Create a presentation
- Modify a presentation
- Work with text
- Work with visual elements
- Customize a presentation
- Creating output
- Delivering a presentation
- Managing files

### **Relationship to Academic Programs and Curriculum**

- This course is a required course for the AS IS major, and AAS in IT (advisement area 1).
- This course is the pre-requisite for CSC211 Applied Database Processing.

### **Competencies Addressed in this Course**

- Writing
- Reading
- Computer Literacy
- Problem Solving and Critical Thinking
- Professional Competency

## **III. Methods of Instruction**

### **Types of Course Materials**

1. Textbooks: appropriate text on a state-of-the-art office suite

### **Methods of Instruction**

1. Lecture
2. Discussions
3. Demonstrations
4. Guided student laboratory exercises on computers
5. Integrated projects

### **Assessment Measures**

Activities will emphasize problem solving using presentation software. Students will create integrated projects and present them to the class.

### **Methods of Evaluation**

The demonstration of the satisfactory achievement of the above learning outcomes will be the responsibility of the student, facilitated by the instructor. The department maintains a very open attitude and believes each instructor should determine the grading system and evaluation methods that will be used in his/her sections of the course. It is highly recommended that these be communicated to the students the first week of the semester, preferably in writing.

Among the evaluation methods that could be used are exams, quizzes, and assignment projects. Any grading system used must be consistent with the College Catalog and Middle States grading procedure. Course policies about attendance, late work, plagiarism, etc.. are at the discretion of the instructor. If such policies exist, they must be communicated to the student, preferably in writing.

#### **IV. General Outline of Topics Covered**

- Create a presentation
- Modify a presentation
- Work with text
- Work with visual elements
- Customize a presentation
- Creating output
- Delivering a presentation
- Managing files