Clackamas Community College

Online Course/Outline Submission System

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Date approved: June 5, 2015 Certified General Education Area(s): None

Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Beverly
Last Name: Forney
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Course Prefix and Number: BT - 173

 # Credits: 2

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Introduction to Microsoft PowerPoint

Course Description:

Fundamentals in learning the basics of presentation concepts including how to plan, develop, and give a presentation to present data and information using Microsoft's presentation graphics program.

Type of Course: Career Technical Preparatory

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Business AAS & Certificate, AAS Administrative Office Professional, Administrative Office Assistant Certificate, Administrative Office Assistant Training Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: BT-120

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. create, save, modify, and print a PowerPoint presentation;
2. use and demonstrate enhanced features such as applying template designs; inserting clip art images, shapes, and graphics; and adding sound, video, and transitions into PowerPoint assignments;
3. format, add to, and/or manipulate a presentation using features such as replacing fonts and text; changing color schemes; adding action buttons; inserting headers and footers; changing paragraph and line spacing alignment; and rotating text and shapes;
4. research information utilizing the Internet to produce customized presentations;
5. produce a slide show that can be saved and published to the Web and reviewed and shared with other reviewers;
6. demonstrate basic presentation skills such as applying appropriate templates for the intended audience; accuracy in spelling, grammar, and punctuation; knowing the intended audience and clearly defining the message of the presentation;
7. Identify appropriate fonts and font sizes for a presentation as well as amount of text placed on a presentation slide.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Creating a presentation.
2. Applying and modifying text and graphic objects.
3. Presenting a slide show with special effects.
4. Integrating PowerPoint with other programs and collaborating with work groups.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
: