STV111 : Microsoft Powerpoint

General Information

Author:	• Maria Czech
Course Code (CB01) :	STV111
Course Title (CB02) :	Microsoft Powerpoint
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608710
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 111 gives students a basic introduction to presentation software using Microsoft PowerPoint. Topics include using a design template and auto layouts to create a presentation, running a slide show, inserting clip art, and creating organizational charts. Lecture/Demonstration 32 hours. Note: Course is pass/ no pass only.
Justification:	Mandatory Revision
Academic Career:	• Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	• Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	32
Total Course Out-of-Class Hours	0
Total Student Learning Hours	32

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	32	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	32
Laboratory	0
Studio	0

Total		32

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives
- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

AND

Advisory

STV100 - Beginning Microsoft Word (in-development)

Objectives
- Create, edit, save, retrieve, and print documents.
- Format characters, paragraphs, and sections in a document.
- Utilize spell check.
- Apply file maintenance on files and folders.

AND

Advisory

Typing speed of 25wpm

AND

Advisory

STV90 - Microsoft Excel (in-development)

Objectives

- Use cells.
- Format worksheets.
- Complete worksheets and workbooks.
- Employ formulas and functions.
- Create and format charts.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture

Methods of Instruction	Laboratory

Methods of Instruction	Discussion

Methods of Instruction	Multimedia

Methods of Instruction	Collaborative Learning

Methods of Instruction	Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation	Rationale

Exam/Quiz/Test	Skill exercises and quizzes the end of each chapter
Exam/Quiz/Test	Final exam

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Susan Sebok	Microsoft Office 365 & Powerpoint 2019 : comprehensive	Cengage	2020	978-0-357-02641-0

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Prepare a PowerPoint presentation.

Edit and format a presentation.

Add animation to a presentation.

Use WordArt and create an organization chart.

Link and embed objects.

SLOs

Create and run a standalone PowerPoint Show.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

STV	
General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Navigate through a presentation using Action Buttons.

Expected Outcome Performance: 70.0

ILOs	
Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV	
General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

STV	
General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Import charts and graphs created on the Internet and add animation into a presentation.

Expected Outcome Performance: 70.0

ILOs	
Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV	
General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

STV	
General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Export a presentation to the Internet, or other external applications, e.g., Google Slides.

Expected Outcome Performance: 70.0

ILOs	
Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV	
General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

STV	
General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Preparing a PowerPoint Presentation (4 hours)
- Planning a PowerPoint presentation
- Creating a PowerPoint presentation
- Understanding the PowerPoint window
- Creating a presentation using a design template
- Displaying and maneuvering in task panes
- Inserting a new slide
- Choosing a slide layout
- Printing a presentation
- Expanding drop-down menus
- Saving a presentation
- Closing a presentation
- Completing computer exercises
- Copying presentations
- Changing the default folder
- Opening a presentation document
- Viewing a presentation
- Running a slide show
- Adding transitions and sound effects
- Running a slide show automatically
- Planning a presentation with the AutoContent Wizard
- Preparing a presentation in the outline/slides pane
- Deleting a presentation

Modifying a Presentation and Using Help (4 hours)
- Editing slides
- Inserting and deleting slides in text
- Finding and replacing text in slides
- Rearranging text in slides
- Rearranging text in the outline/slide pane
- Complete a spelling check
- Using thesaurus
- Organizing slides
- Inserting and deleting slides
- Copying a slide
- Rearranging slides
- Previewing a presentation
- Using help

Formatting Slides (4 hours)
- Formatting a presentation
- Formatting text in a slide
- Formatting with a slide master
- Applying more than one design template to a presentation
- Formatting the slide color scheme
- Changing the design template
- Formatting with format painter
- Creating a blank presentation
- Formatting with bullets and numbers
- Inserting header and footers in a presentation
- Inserting information in footer area of a slide master
- Inserting a header and/or footer in notes and handouts
- Adding speaker notes
- Hiding slides

Adding Visual Appeal and Animation to Presentation (4 hours)
- Formatting with buttons on the drawing toolbar
- Drawing an object
- Creating autoshapes
- Selecting an object
- Deleting, moving, and copying an object
- Sizing an image
- Formatting objects
- Creating a text box
- Displaying ruler, guide lines, and grid lines
- Inserting images in a presentation
- Narrow a search

- Sizing an image
- Moving and deleting an image
- Changing the slide layout
- Formatting images with buttons on the picture toolbar
- Adding bit map graphics to slide
- Adding animation effects to presentation
- Customizing a build

Adding Visual Elements to a Presentation (4 hours)
- Creating WordArt
- Entering text
- Sizing and moving WordArt
- Customizing WordArt C
- reating organization charts and diagrams
- Creating a chart
- Editing the datasheet
- Changing the chart type
- Modifying a chart
- Creating a table
- Entering text in cells
- Modifying a table
- Inserting a scanned image
- Add animated gifts
- Adding sound and video
- Playing sound throughout a presentation
- Creating and applying a custom template

Sharing and Connecting Data (4 hours)
- Copying and pasting data
- Copying and pasting word text
- Importing data
- Creating the slide layout
- Using the clipboard task pane
- Exporting an outline to word
- Adding action buttons
- Setting automatic times for slides
- Creating a slide summary

Linking and Embedding Objects and Files (8 hours)
- Linking and embedding objects
- Embedding versus linking
- Embedding objects
- Linking objects
- Maintaining presentation files
- Creating folder
- Selecting files
- Copying files
- Deleting files and folders
- Renaming files
- Creating a custom show
- Running a custom show
- Editing a custom show
- Printing a custom show

Total hours: 32

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

Shelley Aronoff (ESL-Noncredit, Noncredit Business & Life Skills)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value