COURSE DISCIPLINE :   CABOT

COURSE NUMBER :   281

COURSE TITLE (FULL) :   Microsoft PowerPoint II

COURSE TITLE (SHORT) :   Microsoft PowerPoint II

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 124 X – MS PowerPoint II

CATALOG DESCRIPTION

CABOT 281 provides students with advanced features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Power-Point. Some of the topics for this course consist of creating a presentation containing interactive Object Linking and Embedding (OLE) documents, creating a self-running presentation using animation effects, and using Visual Basic for Applications (VBA).

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Prerequisite: CABOT 280 or STV 111, or equivalent.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	280	Microsoft PowerPoint I	Create a presentation;	Yes
2	CABOT	280	Microsoft PowerPoint I	modify a presentation;	Yes
3	CABOT	280	Microsoft PowerPoint I	customize a presentation;	Yes
4	CABOT	280	Microsoft PowerPoint I	deliver a presentation.	Yes
5	STV	111	MICROSOFT POWERPOINT	prepare a PowerPoint presentation;	Yes
6	STV	111	MICROSOFT POWERPOINT	edit and format a presentation;	Yes
7	STV	111	MICROSOFT POWERPOINT	add animation to a presentation;	Yes
8	STV	111	MICROSOFT POWERPOINT	use WordArt and create an organization chart;	Yes
9	STV	111	MICROSOFT POWERPOINT	link and embed objects.	Yes

EXIT STANDARDS

1   apply pictures and symbols for bullets;
2   customize and edit Slide Masters;
3   reuse and merge PowerPoint presentations;
4   create and manage sections in a presentation;
5   control animation timing and add motion paths for the animations;
6   use and edit the PowerPoint slide deck in the Google slides application;

STUDENT LEARNING OUTCOMES

1   create and use macros to automate tasks within the PowerPoint presentation;
2   distribute presentations to remote audiences
3   demonstrate ability to create self-running applications for kiosks;
4   create a custom slide show which can be projected to multiple differing audiences.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Create a presentation containing interactive OLE documents	12	0	12
2	Create a self-running presentation using animation effects	14	0	14

3	Use Visual Basic for Applications (VBA)	12	0	12
4	Distribute presentations to remote audiences	16	0	16
				54

OUT OF CLASS ASSIGNMENTS

1   case problems that incorporate critical thinking and problem solving with computer skills proficiency (e.g. Create a presentation);
2   lab assignments used to reinforce case problems (e.g. Distribute presentations to remote audiences).

METHODS OF EVALUATION

1   skill assessments using software tool(s);
2   final examination.

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☐ Discussion

☐ Multimedia

☐ Tutorial

☐ Independent Study

☐ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Microsoft Office 365 & PowerPoint 2019.	Required	Boston: Cengage Learning	1		Sebok, Susan L.	9780357026410	2020