



COURSE OUTLINE : CABOT 280

D Credit – Degree Applicable

COURSE ID 005282

Cyclical Review: November 2020

COURSE DISCIPLINE : CABOT

COURSE NUMBER : 280

COURSE TITLE (FULL) : Microsoft Powerpoint I

COURSE TITLE (SHORT) : Microsoft Powerpoint I

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 114 X - MS PowerPoint I

CATALOG DESCRIPTION

CABOT 280 provides students with instruction in beginning features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in PowerPoint. Some of the topics for this course consist of: using a design template and auto layouts to create a presentation, using outline view and clip art to create a slide show, using embedded visuals to enhance a slide show, and creating a presentation on the Web.

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

Recommended Preparation: CABOT 208 or equivalent.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	208	Windows Basics	Identify the objects on the Microsoft Windows desktop	Yes
2	CABOT	208	Windows Basics	operate a mouse: point, click, double-click, drag, and right-drag	Yes
3	CABOT	208	Windows Basics	open, minimize, maximize, and restore a window	Yes
4	CABOT	208	Windows Basics	launch application programs	Yes
5	CABOT	208	Windows Basics	use onscreen Help	Yes
6	CABOT	208	Windows Basics	use and understand Windows Explorer	Yes
7	CABOT	208	Windows Basics	create, edit, save, and print a simple Word document	Yes
8	CABOT	208	Windows Basics	modify the desktop by adding and deleting icons, folders, and documents	Yes
9	CABOT	208	Windows Basics	format disks, copy and move files, and add new software and hardware	Yes
10	CABOT	208	Windows Basics	use and understand basic computer terminology.	Yes

EXIT STANDARDS

- 1 create, modify, and customize a PowerPoint presentation;
- 2 create a title slide and a text slide with a multilevel bulleted list;
- 3 view a PowerPoint presentation in different views;
- 4 insert a picture into a slide without a placeholder;
- 5 convert text to SmartArt Graphics;

STUDENT LEARNING OUTCOMES

- 1 use charts and graphs created on the Internet; and import them into a presentation;
- 2 demonstrate ability to export a presentation to the Internet, or other external applications, e.g., Google Slides and Adobe Captivate
- 3 package a presentation with Audio, Video Clips, Hyperlinks and graphics
- 4 demonstrate the ability to navigate through a presentation using Action Buttons to advance to the next slide, go back to a previous slide or to a particular slide.
- 5 create and run a standalone PowerPoint Show;



COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Creating a presentation <ul style="list-style-type: none"> • Creating a specified type of slide • Creating a presentation from a template and/or a Wizard • Navigating among different views (slide, outline, sorter, tri-pane) • Creating a new presentation from existing slides • Copying a slide from one presentation into another • Inserting headers and footer • Creating a blank presentation • Creating a presentation using the AutoContent Wizard • Sending a presentation via e-mail 	8	0	8
2	Modifying a presentation <ul style="list-style-type: none"> • Changing the order of slides using Slide Sorter view • Finding and replacing text • Changing the layout for one or more slides • Modifying the Slide Master • Modifying slide sequence in the outline pane • Applying a design template 	8	0	8
3	Working with text <ul style="list-style-type: none"> • Checking spelling • Changing and replacing text fonts (individual slide and entire presentation) • Entering text in tri-pane view • Importing text from Word • Changing the text alignment • Creating a text box for entering text • Using the Wrap text in Text Box feature • Using the Office Clipboard • Using the Format Painter • Promoting and demoting text in slide & outline panes 	8	0	8
4	Working with visual elements <ul style="list-style-type: none"> • Adding a picture from the ClipArt Gallery • Adding and grouping shapes using WordArt or the Drawing Toolbar • Applying formatting • Adding text to a graphic object using a text box • Scaling and sizing an object including ClipArt • Creating tables within PowerPoint • Rotating and filling an object 	6	0	6



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5	Customizing a presentation • Adding AutoNumber bullets • Adding speaker notes • Adding graphical bullets • Adding slide transitions • Animating text and objects	6	0	6
6	Creating output • Previewing a presentation in black and white • Printing slides in a variety of formats • Printing audience handouts • Printing speaker notes in a specified format	6	0	6
7	Delivering a presentation • Starting a slide show on any slide • Using screen navigation tools • Printing a slide as an overhead transparency • Using the pen during a presentation	6	0	6
8	Managing files • Saving changes to a presentation • Saving as a new presentation • Publishing a presentation to the Web • Using Office Assistant • Inserting hyperlink	6	0	6
				54

OUT OF CLASS ASSIGNMENTS

- 1 case problems that incorporate critical thinking and problem solving with computer skills proficiency (e.g. Customizing a presentation);
- 2 lab assignments used to reinforce case problems (e.g. Working with visual elements).

METHODS OF EVALUATION

- 1 skill assessments using specific software tool;
- 2 final examination.

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial



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- 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	978-0-357-02641-0	2020