Course Outline for CIS 89A

DESKTOP PRESENTATION

Effective: Fall 2005

I. CATALOG DESCRIPTION:
CIS 89A — DESKTOP PRESENTATION — 1.00 units

Desktop presentation design techniques and enhancements. Application using current desktop presentation software. Hands-on experience creating, saving, printing slide shows. 6 week class.

0.50 Units Lecture 0.50 Units Lab

Grading Methods:
Letter or P/NP

Discipline:

	MIN
Lecture Hours:	9.00
Lab Hours:	27.00
Total Hours:	36.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:
Upon completion of this course, the student should be able to:
  A. Design, create, and view slide show presentation;
  B. Use software attributes to enhance slides;
  C. Check slide presentation for visual clarity, consistency, and style;
  D. Use presentation design templates, graphics, animation, and other design features;
  E. Import text and graphics from other software programs;
  F. Save, open, run, and print presentation.

V. CONTENT:
  A. Introductory concepts and Techniques of desktop
  B. Desktop presentation software features and shortcuts
  C. Basic commands: opening, saving, closing, printing presentations
  D. Planning, designing, creating presentations
  E. Formatting, animating text, and enhancing presentations
  F. Working with multiple slides, art, graphics and special features
  G. Using Help menus and World Wide Web sites
  H. Multitasking
  I. Integration of document text, graphics from other software programs
  J. Teamwork

VI. METHODS OF INSTRUCTION:
  A. **Lecture** -
  B. **Demonstration** -
  C. Cases, projects, and performance mastery test using the computer
  D. Hands-on lab
  E. **Discussion** -

VII. TYPICAL ASSIGNMENTS:
  A. Read (chapter) Slide Preparation Steps for laboratory assignment. B. Start a New Presentation: 1. start a new Office document; 2. select a design template; 3. create a title slide; 4. save the presentation on a floppy disk. C. Create a title slide: 1. left mouse click the title placeholder; 2. type the title; do not press the Enter key; 3. left mouse click, subtitle placeholder

VIII. EVALUATION:
  A. **Methods**

    1. Exams/Tests
    2. Quizzes

        3. Projects
        4. Lab Activities
        5. Other:
            a. Methods:
                1. Typical hands-on projects:
                    a. Create a training presentation:
                        1. create title, subtitle slide;
                        2. create three multi-level bulleted list slides;
                        3. insert footer on every slide;
                        4. check the presentation for spelling errors;
                        5. save the presentation.
                2. Typical questions: Objective
                    a. To change the overall look of a presentation, you should apply an different _____.
                        1. AutoLayout
                        2. placeholder
                        3. design template
                        4. AutoShape
                    b. You can reorder your slides in the -_____
                        1. Slides tab
                        2. Outline tab
                        3. Slide Show
                        4. All of the above
              3. Performance Mastery Test

    B. **Frequency**

        1. Frequency:
            a. Weekly lab assignments, cases, and quizzes
            b. Final Performance Mastery Test

IX. TYPICAL TEXTS:
    1. Cashman, Green, Shelly *Microsoft PowerPoint 2002, Introductory Concepts and Techniques.*, Course Technology, 2011.
    2. Zimmerman/Zimmerman *New Perspectives on Microsoft PowerPoint 2002 Brief.*, Course Technology, 2001.
    3. Haag/Perry/Phillips *I-Series: Microsoft Office PowerPoint 2003 Brief.* 1st ed., McGraw-Hill/Irwin, 2005.

X. OTHER MATERIALS REQUIRED OF STUDENTS:
    A. Storage media, e.g., floppy disks, USB flash memory drive, zip disk, CD-RW
    B. Go Print card