

Las Positas College
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Course Outline for CIS 89A

DESKTOP PRESENTATION

Effective: Spring 2018

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, editing, saving, printing slide shows, incorporating graphics, charts, tables, SmartArt, sounds, and video, enhancing presentations using transitions and animations.

0.50 Units Lecture 0.50 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

- Computer Information Systems

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

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- Design, create, and view slide show presentation;
- Incorporate graphics, charts, tables, and media such as sound and videos to enhance slides;
- Check slide presentation for visual clarity, consistency, and style;
- Apply design themes, transitions, and animations to slides;
- Import text and graphics from other software programs;
- Save, open, run, and print presentation.

V. CONTENT:

- Introduction to the PowerPoint window and common Office features
- Create a basic PowerPoint presentation
 - Plan a presentation
 - Enter slide text and working with text placeholders
 - Select a design theme
 - Add slides and selecting slide layouts
 - Work with different presentation views
 - Print a presentation
 - Save a presentation
- Modify and format presentations
 - Format text, e.g., changing font attribute
 - Insert SmartArt and WordArt
 - Work with shapes
 - Insert
 - Format
 - Duplicate
 - Align, group, and merge
 - Insert and format tables and chart
 - Insert graphics, videos, and sounds
- Enhance presentations
 - Apply transitions to slides
 - Apply animations to slide objects
 - Customize animations
- Work with multiple slides
 - Create custom slide layouts
 - Modify master slides
 - Apply headers/footers to slides, notes, and handouts

- F. Integration of document text, graphics from other software programs
 - 1. Create slides from Word outlines
 - 2. Link and embed Excel data into presentations
- G. Work with advanced features
 - 1. Create custom table formats
 - 2. Customize SmartArt graphics
 - 3. Insert Hyperlinks
 - 4. Add Action buttons

VI. METHODS OF INSTRUCTION:

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

VII. TYPICAL ASSIGNMENTS:

- A. Read
 - 1. Read **Module Objectives** on PP 1. **Read and Do** the numbered **Steps** in Module 1, pages PP 2-17.
- B. Hands-on lab assignments
 - 1. Follow the instructions on pages PP 19-20 and complete **Skills Review**. Submit your complete presentation as directed by your instructor.
 - 2. Using the features covered in Module 1, complete the **Visual Workshop** project shown on PP 24.

VIII. EVALUATION:

- A. **Methods**
 - 1. Quizzes
 - 2. Projects
 - 3. Lab Activities
- B. **Frequency**
 - 1. Module quizzes
 - 2. Final project and quiz
 - 3. Hands-on lab assignments for each module

IX. TYPICAL TEXTS:

- 1. Beskeen, David. *Illustrated Microsoft® Office 365 & PowerPoint 2016: Comprehensive*. 1st ed., Cengage Learning, 2017.
- 2. Fehl, Alec. *Microsoft PowerPoint 2016: Essentials*. 1st ed., Labyrinth Learning, 2017.
- 3. Sebok, Susan. *Microsoft Office 365& PowerPoint 2016: Comprehensive*. 1st ed., Cengage Learning, 2017.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Storage media, e.g., USB flash memory drive, external hard drive, cloud storage.
- B. Go Print card