

EASTERN ARIZONA COLLEGE

Intermediate Microsoft PowerPoint

Course Design
2019-2020

Course Information

Division Business
Course Number CMP 110AE
Title Intermediate Microsoft PowerPoint
Credits 0.5 - 1
Developed by Janice Lawhorn, Ph.D./Revised by Andy Shaver
Lecture/Lab Ratio 0.5 Credit = 0.5 Lecture/0 Lab
1 Credit = 1 Lecture/0 Lab

Transfer Status

	ASU	NAU	UA
	Elective Credit	CTE Departmental Elective	Non Transferable

Activity Course No
CIP Code 11.0100
Assessment Mode Final Exam (20 Questions/20 Points)
Semester Taught Upon Request
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No
Diversity and Inclusion Course No

Prerequisites

None

Educational Value

This course is designed for those students interested in using a personal computer to create, deliver and print slide presentations, apply and modify templates, implement color schemes, create and edit graphs, use multimedia files, review and conference presentations, and make presentations available over the internet.

Description

Students will become familiar with intermediate level functions of Microsoft PowerPoint, a slide and video software package.

Supplies

None

Competencies and Performance Standards

1. Apply and modify a template.

Learning objectives

What you will learn as you master the competency:

- a. Apply a template.
- b. View a master.
- c. Change the display using master objects.
- d. Modify and format master text.
- e. Adjust master text indents.
- f. Reapply a layout from the master.
- g. Save a presentation as a template.

Performance Standards

Competence will be demonstrated:

- o in completion of class assignments

Criteria - Performance will be satisfactory when:

- o learner understands and applies a template
- o learner understands and views a master
- o learner changes the display using master objects
- o learner modifies and formats master text
- o learner adjusts master text indents
- o learner reapplies a layout from the master
- o learner saves a presentation as a template

2. Use a color scheme.

Learning objectives

What you will learn as you master the competency:

- a. View and choose a color scheme.
- b. Change colors in a color scheme.
- c. Create a color scheme.
- d. Add other colors to color menus.
- e. Add a background.
- f. Copy a color scheme.

Performance Standards

Competence will be demonstrated:

- o in completion of class assignments

Criteria - Performance will be satisfactory when:

- o learner views and chooses a color scheme
- o learner changes colors in a color scheme
- o learner creates a color scheme
- o learner adds other colors to color menus
- o learner adds a background

- o learner copies a color scheme

3. Draw and modify an object.

Learning objectives

What you will learn as you master the competency:

- Draw and select objects.
- Edit objects.
- Modify object attributes.
- Align objects.
- Connect objects together.
- Change objects to 3-D.
- Draw and edit an arc object.
- Rotate and flip objects.
- Group and ungroup objects.

Performance Standards

Competence will be demonstrated:

- o in completion of class assignments

Criteria - Performance will be satisfactory when:

- o learner draws and selects objects
- o learner edits objects
- o learner modifies object attributes
- o learner aligns objects
- o learner connects objects together
- o learner changes objects to 3-D
- o learner draws and edits an art object
- o learner rotates and flips objects
- o learner groups and ungroups objects

4. Insert information.

Learning objectives

What you will learn as you master the competency:

- Insert clip art in a slide.
- Scale and recolor an object.
- Insert a Microsoft Word table.
- Insert a Microsoft Excel chart.
- Insert an organization chart.
- Insert and crop a picture.
- Insert WordArt.

Performance Standards

Competence will be demonstrated:

- o in completion of class assignments

Criteria - Performance will be satisfactory when:

- learner inserts clip art in a slide
- learner scales and recolors an object
- learner inserts a Microsoft Word table
- learner inserts a Microsoft Excel chart
- learner inserts an organization chart
- learner inserts and crops a picture
- learner inserts WordArt

5. Create and edit a graph.

Learning objectives

What you will learn as you master the competency:

- a. Use Microsoft Graph.
- b. Import data from Microsoft Excel.
- c. Enter and edit data in a datasheet.
- d. Modify a data series.
- e. Format a data series.
- f. Change and format a chart.
- g. Modify a legend.
- h. Add text to a chart.

Performance Standards

Competence will be demonstrated:

- in completion of class assignments

Criteria - Performance will be satisfactory when:

- learner uses Microsoft Graph
- learner imports data from Microsoft Excel
- learner enters and edits data in a datasheet
- learner modifies a data series
- learner formats a data series
- learner changes and formats a chart
- learner modifies a legend
- learner adds text to a chart

Types of Instruction

Classroom Presentation

Classroom Application

Grading Information

Grading Rationale

Final grade is based on the Post Test and final project

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

Pass Grade 70% or higher

Fail Less than 70% on Post-Test