

EASTERN ARIZONA COLLEGE

Advanced Microsoft PowerPoint

Course Design
2019-2020

Course Information

Division Business
Course Number CMP 110AF
Title Advanced 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 presentation available over the internet.

Description

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

Supplies

None

Competencies and Performance Standards

1. Produce a slide show.

Learning objectives

What you will learn as you master the competency:

- a. Navigate in slide show.
- b. Draw freehand in a slide show.
- c. Set slide transitions.
- d. Animate slide text.
- e. Animate slide objects.
- f. Hide a slide during a slide show.
- g. Create and edit a custom show.

Performance Standards

Competence will be demonstrated:

- o in completion of assigned activities

Criteria - Performance will be satisfactory when:

- o learner navigates in slide show
- o learner draws freehand in a slide show
- o learner sets slide transitions
- o learner animates slide text
- o learner animates slide objects
- o learner hides a slide during a slide show
- o learner creates and edits a custom show

2. Create a multimedia presentation.

Learning objectives

What you will learn as you master the competency:

- a. Use the Microsoft Office multimedia files.
- b. Insert sounds and movies.
- c. Play sounds or movies in Slide Show.
- d. Set slide timings and rehearsed slide timings.
- e. Record narration in Slide Show.
- f. Create a self-navigating presentation.

Performance Standards

Competence will be demonstrated:

- o in completion of assigned activities

Criteria - Performance will be satisfactory when:

- o learner uses Microsoft Office multimedia files
- o learner inserts sounds and movies
- o learner plays sounds or movies in Slide Show
- o learner sets slide timings and rehearsed slide timings
- o learner records narration in Slide Show

- o learner creates a self-navigating presentation

3. Create an Internet presentation.

Learning objectives

What you will learn as you master the competency:

- a. Create an agenda slide or home page.
- b. Create a hyperlink to a slide and a file.
- c. Create a hyperlink to the Internet.
- d. Create an action button.

Performance Standards

Competence will be demonstrated:

- o in completion of assigned activities

Criteria - Performance will be satisfactory when:

- o learner creates an agenda slide or home page
- o learner creates a hyperlink to a slide and a file
- o learner creates a hyperlink to the Internet
- o learner creates an action button

4. Review and share a presentation.

Learning objectives

What you will learn as you master the competency:

- a. Review a presentation.
- b. Use the Presentation Conference Wizard.
- c. Take notes during a slide show.
- d. Use the Pack and Go Wizard.
- e. Use the Microsoft PowerPoint Viewer.

Performance Standards

Competence will be demonstrated:

- o in completion of assigned activities

Criteria - Performance will be satisfactory when:

- o learner reviews a presentation
- o learner uses the Presentation Conference Wizard
- o learner takes notes during a slide show
- o learner uses the Pack and Go Wizard
- o learner uses the Microsoft PowerPoint Viewer

Types of Instruction

Classroom Presentation

Classroom Application

Grading Information

Grading Rationale

Final grade is based on the Final Exam and a final project.

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

Pass 70% or higher

Fail Less than 70% on Post-Test