

# AIS 004A: INTRODUCTORY POWERPOINT

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**Originator**

mrichards

**Co-Contributor(s)****Name(s)**

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**Justification / Rationale**

Updating textbook.  
Adding Hybrid.

**Effective Term**

Fall 2022

**Credit Status**

Credit - Degree Applicable

**Subject**

AIS - Applications and Information Systems

**Course Number**

004A

**Full Course Title**

Introductory PowerPoint

**Short Title**

INTRO MS POWERPOINT

**Discipline****Disciplines List**

Computer Information Systems (Computer network installation, microcomputer technology, computer applications)  
Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

**Modality**

Face-to-Face  
100% Online  
Hybrid

**Catalog Description**

This course provides basic concepts and practical applications using PowerPoint for Windows. Students receive instruction and practice in creating presentations with pictures, shapes, transitions, and animations; evaluation of presentation effectiveness; technology of packaging presentations and portability across multiple mediums.

**Schedule Description**

Creating presentations with PowerPoint.

**Lecture Units**

.5

**Lecture Semester Hours**

9

**Lab Units**

0.5

**Lab Semester Hours**

27

**In-class Hours**

36

**Out-of-class Hours**

18

**Total Course Units**

1

**Total Semester Hours**

54

**Required Text and Other Instructional Materials****Resource Type**

Book

**Open Educational Resource**

No

**Author**

Nordell, R., Graves, P.

**Title**

Microsoft PowerPoint 365 Complete In Practice (eBook with Simnet)

**Edition**

2019

**City**

New York

**Publisher**

McGraw-Hill Education

**Year**

2020

**College Level**

Yes

**ISBN #**

978-1264246397

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**Class Size Maximum**

35

**Course Content**

1. Basic presentation software concepts, terms and definitions
2. Presentation development
  - a. Entering text and numbers
  - b. Importing graphics
  - c. Editing slides
  - d. Organizing slides
3. Run a presentation
  - a. Run a presentation from a computer
  - b. Run a presentation as an overhead presentation
  - c. Create an automated presentation

- d. Package a presentation to run on a different computer
- e. Export a presentation to the web
- 4. Publish from a presentation
  - a. Rearrange slides in a presentation
  - b. Rearrange objects on a slide
  - c. Find, replace, and rearrange text in a slide
  - d. Create audience handouts from the presentation
  - e. Print an outline of the presentation
- 5. Web operations
  - a. Publish a presentation to the web
  - b. Insert hyperlinks in a presentation
- 6. Slide format
  - a. Change font and color
  - b. Work with templates and styles
  - c. Format with bullets and numbers
  - d. Insert headers and footers
  - e. Work with slide masters
- 7. Add visual appeal
  - a. Draw, move, and stretch an object
  - b. Add animation effects to a slide
  - c. Add transition effects to a presentation
  - d. Download and import pictures from the web
  - e. Format pictures maintaining resolution
  - f. Insert and animate Word Art
- 8. Linking and embedding objects
  - a. Import a chart
  - b. Link to an access database
  - c. Use the clipboard
- 9. Evaluate presentation effectiveness
  - a. Understand cultural differences
  - b. Develop a purpose for the presentation
  - c. Investigate the presentation environment
  - d. Determine appropriate length of presentation
  - e. Determine appropriate content per slide

### Lab Content

Practical demonstrations of all content covered in lecture.

- 1. Presentation development
  - a. Entering text and numbers
  - b. Importing graphics
  - c. Editing slides
  - d. Organizing slides
- 2. Run a presentation
  - a. Run a presentation from a computer
  - b. Run a presentation as an overhead presentation
  - c. Create an automated presentation
  - d. Package a presentation to run on a different computer
  - e. Export a presentation to the web
- 3. Publish from a presentation
  - a. Rearrange slides in a presentation
  - b. Rearrange objects on a slide
  - c. Find, replace, and rearrange text in a slide
  - d. Create audience handouts from the presentation
  - e. Print an outline of the presentation
- 4. Web operations
  - a. Publish a presentation to the web
  - b. Insert hyperlinks in a presentation

5. Slide format
  - a. Change font and color
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  - c. Add transition effects to a presentation
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  - b. Develop a purpose for the presentation
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### Course Objectives

Objectives	
Objective 1	Define and describe presentation concepts, terms, and definitions.
Objective 2	Add transitions, animations, and media to a presentation.
Objective 3	Package a presentation to run across multiple media.
Objective 4	Run a presentation.
Objective 5	Publish power point presentations to the web.
Objective 6	Format slides for presentation.
Objective 7	Link and embed objects from other Microsoft Office applications.
Objective 8	Define criteria for an effective presentation.

### Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Create an effective presentation using common formatting and editing commands.

### Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	Demonstration in class; repetition and practice of skills in lab.
Collaborative/Team	Evaluate presentations in teams.
Activity	Design presentations.
Technology-based instruction	Hands on assignments in using presentation software.
Lecture	Concepts, critical-thinking discussion, demonstration.
Laboratory	Practical demonstrations of creating, formatting and animating presentations.
Discussion	Discussion questions to develop critical thinking presentation techniques.

## Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Short essay critical thinking questions (30 minutes per week).	Out of Class Only
Student participation/contribution	Class discussion about what to avoid while creating an effective presentation (30 minutes per week in or out of class).	In and Out of Class
Mid-term and final evaluations	Final presentation project (1 hour in class and 2 hours out of class).	In and Out of Class
Presentations/student demonstration observations	Students create and present presentations (10 minutes in class and 2 hours out of class).	In and Out of Class
Computational/problem-solving evaluations	Evaluate effectiveness of presentations against stated purpose (10 minutes in class per week).	In Class Only
Laboratory projects	Hands-on practical simulations on how to build an effective presentation	In and Out of Class

## Assignments

### Other In-class Assignments

1. Critical thinking assessment of presentation graphics concepts.
2. Team evaluations of presentations to demonstrate understanding of cultural differences and important of knowing the purpose of the presentation.
3. Multiple-choice quizzes.
4. Hands-on creation of presentations.
5. Practical demonstration of all presentation techniques covered in text, readings, and class lecture.

### Other Out-of-class Assignments

1. Textbook readings (30 minutes per week).
2. Practice using simulation software (30 minutes per week).
3. Practice quizzes (30 minutes per week).
4. Critical thinking short essay assignments (2 hours total).
5. Create presentations (2 hours per week).

## Grade Methods

Letter Grade Only

## Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

## Lab Courses

### How will the lab component of your course be differentiated from the lecture component of the course?

Lab and lecture are clearly differentiated in the weekly module by a Title and Indentation techniques.

### From the COR list, what activities are specified as lab, and how will those be monitored by the instructor?

Lab activities are done using online grading resources. Student works on projects using MS Office and submits to SIMnet, which grades projects and quizzes and gives feedback to students, including simulations on content areas for which they did not perform well. All lab activities can be re-assessed by instructor and performance can be monitored according to reports based on content and SLOs.

### How will you assess the online delivery of lab activities?

Lab activities are done using online grading resources. Student works on projects using MS Office and submits to SIMnet, which grades projects and quizzes and gives feedback to students, including simulations on content areas for which they did not perform well. All lab activities can be re-assessed by instructor and performance can be monitored according to reports based on content and SLOs.

## Instructional Materials and Resources

**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**

All data referent to student work done outside of Canvas is encrypted and synced by the access pairing created by College of the Desert IT Department and McGraw Hills Simnet.

## Effective Student/Faculty Contact

**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?**

### Within Course Management System:

Discussion forums with substantive instructor participation  
Online quizzes and examinations  
Private messages  
Regular virtual office hours  
Video or audio feedback  
Weekly announcements

### External to Course Management System:

Direct e-mail  
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)  
Teleconferencing  
Telephone contact/voicemail

### For hybrid courses:

Library workshops  
Orientation, study, and/or review sessions  
Scheduled Face-to-Face group or individual meetings  
Supplemental seminar or study sessions

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**

This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

**If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.**

Canvas is used for external interaction as well.

## Other Information

### MIS Course Data

#### CIP Code

52.0401 - Administrative Assistant and Secretarial Science, General.

#### TOP Code

051400 - Office Technology/Office Computer Applications

#### SAM Code

C - Clearly Occupational

#### Basic Skills Status

Not Basic Skills

#### Prior College Level

Not applicable

#### Cooperative Work Experience

Not a Coop Course

**Course Classification Status**

Credit Course

**Approved Special Class**

Not special class

**Noncredit Category**

Not Applicable, Credit Course

**Funding Agency Category**

Not Applicable

**Program Status**

Program Applicable

**Transfer Status**

Transferable to CSU only

**General Education Status**

Y = Not applicable

**Support Course Status**

N = Course is not a support course

**Allow Audit**

No

**Repeatability**

No

**Materials Fee**

No

**Additional Fees?**

No

**Files Uploaded**

Attach relevant documents (example: Advisory Committee or Department Minutes)

AIS 004A\_CIS-004\_CCC000569646.pdf

**Approvals****Curriculum Committee Approval Date**

11/02/2021

**Academic Senate Approval Date**

11/11/2021

**Board of Trustees Approval Date**

12/17/2022

**Chancellor's Office Approval Date**

02/03/2022

**Course Control Number**

CCC000605504

**Programs referencing this course**Hospitality Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=117>)Business Information Worker - Office Manager Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=200>)Applications and Information Systems AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=223>)

Business Information Worker - Marketing Specialist Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=224>)

Business Remote Worker Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=339>)

Agri-Business AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=46>)

General Agriculture AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=49>)

Hospitality Management AS Degree (employment preparation) (<http://catalog.collegeofthedesert.eduundefined/?key=60>)

Agriculture Food Safety Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=83>)

Agriculture Office Assistant Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=84>)

Agriculture Office Professional Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=85>)

Agriculture Pest Management Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=86>)

Agriculture Technician Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=87>)