2/7/2025    DATE

☐ REQUIRED COURSE
☑ ELECTIVE COURSE

BUS   DIVISION

☐ NEW COURSE
☑ REVISION

# Lake Land College
## Course Information Form

| COURSE NUMBER: | CIS-054 | | TITLE: *(30 Characters Max)* | | PowerPoint | | | |
|---|---|---|---|---|---|---|---|---|

| SEM CR HRS: | 2.0 | Lecture: | | 2.0 | | Lab: | 0.0 | ICCB Lab: | 0.0 | ECH: | 2.0 |
|---|---|---|---|---|---|---|---|---|---|---|---|

| Course Level: | ☐ Gen Ed/IAI ☐ Baccalaureate/Non-IAI | ☑ Career/Technical ☐ Dev Ed/Not in Degree Audit | Clinical Practicum: | 0.0 | Work-based Learning | 0.0 | WBL ECH: | 0.0 |
|---|---|---|---|---|---|---|---|---|

| Course PCS & CIP: | 12 - 11.0601 | IAI Code: | N/A | Contact Hours (Minutes/Week) | | |
|---|---|---|---|---|---|---|

| Repeatable (Y/N): | Y | Pass/Fail (Y/N): | N | Variable Credit (Y/N): | N | Min: | | Max: | | 16 Wks | 100 | 8 Wks | 200 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| Prerequisites: | None |
|---|---|
| Corequisites: | None |
| Catalog Description: (40 Word Limit) | Introduction to the graphic presentation software PowerPoint. The basics of PowerPoint will be covered including creating, editing and formatting slides.  Adding graphic elements, animation and illustrations will also be covered. (Repeatable 3 Times) |

| List the Major Course Segments (Units) | Contact Lecture Hours | Contact Lab Hours | Clinical Practicum | Work-based Learning |
|---|---|---|---|---|
| Creating and editing a presentation | 3 | | | |
| Enhancing a presentation with pictures, shapes and WordArt | 4 | | | |
| Revising a presentation and adding media and animation | 7 | | | |
| Creating and formatting information graphics and content from outside sources | 5 | | | |
| Collaborating, delivering and navigating a presentation | 6 | | | |
| Customizing a template using masters and creating a photo album | 5 | | | |
| TOTAL | 30 | 0 | 0 | 0 |

## EVALUTION

| QUIZZES ☑ | EXAMS ☑ | ORAL PRES ☐ | PAPERS ☐ |
|---|---|---|---|
| LAB WORK ☐ | PROJECTS ☑ | COMP FINAL ☑ | OTHER ☐ |

## COURSE MATERIALS

| TITLE: | Benchmark Series:  Microsoft PowerPoint 365 |
|---|---|
| AUTHOR: | Rutkosky, Roggenkamp |
| PUBLISHER: | Kendall Hunt Publishing |
| VOLUME/EDITION/URL: | 1st edition |
| COPYRIGHT DATE: | 2023 |

| MAJOR COURSE SEGMENT | HOURS | LEARNING OUTCOMES |
|---|---|---|
| | | *The student will be able to:* |
| Creating and editing a presentation | 3 | 1. Change a document theme. 2. Create and edit slides. 3. Select slide transitions. 4. View a presentation. |
| Enhancing a presentation with pictures, shapes and WordArt | 4 | 1. Insert and format pictures, shapes and backgrounds. |
| Revising a presentation and adding media and animation | 7 | 1. Edit and enhance photos. 2. Work with audio and video clips. 3. Control animation timing. 4. Add animation and adjust animation settings. 5. Rehearse timings. 6. Set slide show timings manually. 7. Modify text boxes, WordArt and SmartArt. |
| Creating and formatting information graphics and content from outside sources | 5 | 1. Insert and format SmartArt, charts and tables. 2. Insert an object. 3. Embed and edit a file. 4. Modify tables and charts. |

| | | |
|---|---|---|
| Collaborating, delivering and navigating a presentation | 6 | 1. Use the review features.<br>2. Set slide size.<br>3. Inspect and protect files.<br>4. Use presentation tools to navigate and annotate slide shows.<br>5. Create a presentation from a Microsoft Word outline.<br>6. Add hyperlinks.<br>7. Format bullets.<br>8. Hide slides. |
| Customizing a template using masters and creating a photo album | 5 | 1. Use and edit a slide master.<br>2. Create speaker notes.<br>3. Create a custom slide show and photo album. |
| | 30 | |

| Outcomes* | Outcome Title | At the successful completion of this course, students will be able to: |
|---|---|---|
| Course Outcome 1 | Create Presentation | Create, edit, format and customize presentations. |
| Course Outcome 2 | Enhance Presentation | Enhance a presentation by adding animation, information graphics and graphical elements. |
| Primary Laker Learning Competency | Information & Technology Literacy: Students evaluate information effectively using the appropriate technological tools. | |
| Secondary Laker Learning Competency | Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions. | |

*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*