

Course Outline

COURSE: ESL 707 DIVISION: 90 ALSO LISTED AS:

TERM EFFECTIVE: Spring 2018 CURRICULUM APPROVAL DATE: 09/26/2016

SHORT TITLE: NC PRESENTATION BASICS

LONG TITLE: NC Presentation Basics for ESL Students

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
0	9	Lecture:	1	Lecture:	9
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	1	Total:	9

COURSE DESCRIPTION:

This course introduces ESL students to presentation graphics using Microsoft Office's "Power Point" software to create a computerized (slide show) with text and objects. ADVISORY: ESL 786 or ESL Assessment Recommendation, and ESL 705

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES

N - Non Credit

REPEATABILITY: R - Course may be repeated

Maximum of 99 times

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Students will create a PowerPoint presentation that demonstrates the use of different fonts, text colors, and text sizes.

Measure of assessment: Homework, projects.

Year assessed, or planned year of assessment: Summer 2018

Institution Outcome Map: 1. Communication, 5. Aesthetic Responsiveness, 7. Content Specific
2. Students will demonstrate inserting clip art, photos, logos, video clips and sound clips to create a compelling multimedia PowerPoint presentation.

Measure of assessment: Homework, projects.

Year assessed, or planned year of assessment: Summer 2018

Institution Outcome Map: 1. Communication, 5. Aesthetic Responsiveness, 7. Content Specific

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 09/26/2016

1 Hour

Content: Creating a Presentation.

Getting Started with PowerPoint.

Choosing the Best Method to Start a Presentation.

Creating a Presentation Using Suggested Content.

Browsing Through a Presentation.

Editing Text in a Presentation.

Viewing a Presentation.

Getting Help Using PowerPoint.

Student Performance Objectives: Create a presentation using Power Point.

Out-of-Class Assignments: Work on presentation.

1 Hour

Content: Working with a Presentation.

Creating a Presentation Using a Design Template.

Entering Text in a Slide.

Creating a New Slide.

Inserting Slides from Other Presentations.

Rearranging Slides in a Presentation .

Entering Speaker Notes.

Creating a Folder to Store a Presentation.

Student Performance Objectives: Create a presentation using Power Point.

Out-of-Class Assignments: Work on presentation.

1 Hour

Content: Create a Presentation Using a Design Template.

Edit, format, print, and save a Presentation.

Performance objectives .

Use three different ways to create a Presentation.

Printing a Presentation.

Working with an Existing Presentation.

Student Performance Objectives: Create, edit, save, and print a presentation.

Out-of-Class Assignments: Work on presentation.

1 Hour

Content: Adding a Header and a Footer.

Choosing the Right Print Settings.

Previewing a Presentation.

Printing a Presentation.

Outlining Your Ideas.

Creating a Blank Presentation.

Entering Text in an Outline.

Inserting an Outline from Microsoft Word.

Student Performance Objectives: Prepare a presentation for printing with headers and footers. Use different sources such as Blank Presentation, Outline, and Microsoft Word. Edit, save, and print the presentation.

Out-of-Class Assignments: Work on presentation.

1 Hour

Content: Deleting and Rearranging Slides, Paragraphs, and Text.

Formatting Text in an Outline.

Sending an Outline or Notes to Word.

Student Performance Objectives: Modify a presentation by deleting and rearranging slides, paragraphs, and text.

Out-of-Class Assignments: Work on presentation.

1 Hour

Content: Adding and Modifying Slide Text.

Adding and Moving Text on Slides.

Changing Text Alignment and Spacing.

Finding and Replacing Text and Fonts .

Correcting Text While Typing.

Student Performance Objectives: Modify a presentation by deleting and rearranging text.

Out-of-Class Assignments: Work on presentation.

1 Hour

Content: Checking Spelling and Presentation Styles.

Applying and Modifying Design Templates.

Applying a Design Template to a Presentation.

Making Your Presentation Look Consistent.

Formatting Master Text and Bullets.

Saving a Presentation as a Design Template.

Viewing and Changing Presentation Colors.

Student Performance Objectives: Apply a design template to a presentation and save a presentation as a design template.

Out-of-Class Assignments: Work on presentation.

1 Hour

Content: Creating a Color Scheme.

Adding Colors to a Presentation.

Adding and Modifying a Slide Background.

Add and modify text, using different alignment, spacing, and fonts.

Set up and modify Design Template for a Presentation.

Add colors, bullets and master text for a Design Template.

Student Performance Objectives: Set up and modify a design template for a presentation.

Out-of-Class Assignments: Work on presentation.

1 Hour

Content: Setting Up and Delivering a Slide Show.

Animating a Slide During a Slide Show.

Adding Transition Effects Between Slides.

Creating and Editing a Custom Show.

Delivering a Slide Show.

Taking Notes During a Slide Show.

Creating a Multimedia Presentation.

Inserting Sounds and Movies.

Playing Sounds and Movies in a Slide Show.

Adding Slide Timings.

Student Performance Objectives: Final Project: Demonstrate presentation as a slide show.

METHODS OF INSTRUCTION:

Lecture, demonstration, lab--"hands-on with PowerPoint".

METHODS OF EVALUATION:

Objective examinations

Percent of total grade: 20.00 %

Class project.

Problem-solving assignments

Percent of total grade: 30.00 %

Class projects.

Skill demonstrations

Percent of total grade: 50.00 %

Class performances.

REPRESENTATIVE TEXTBOOKS:

n/a

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: B

Classification: K

Noncredit Category: A

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: G

Non Credit Enhanced Funding: N

Funding Agency Code: A

In-Service: N

Occupational Course: E

Maximum Hours: 9

Minimum Hours: 9

Course Control Number:

Sports/Physical Education Course: N

Taxonomy of Program: 493087