



5055 Santa Teresa Blvd  
Gilroy, CA 95023

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### Course Outline

**COURSE:** CSIS 707                      **DIVISION:** 90                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2021

**CURRICULUM APPROVAL DATE:** 12/14/2021

**SHORT TITLE:** NC PRESENTATION BASICS

**LONG TITLE:** NC Presentation Basics

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
0	18	Lecture:	.5	9
		Lab:	0	0
		Other:	0	0
		Total:	.5	9

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Out of Class Hrs: 18.00

Total Learning Hrs: 27.00

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#### **COURSE DESCRIPTION:**

This course introduces non-credit students to presentation graphics using presentation software to create a computerized slide show with text and objects.

**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:**

By the end of this course, a student should:

1. Create a digital presentation that demonstrates the use of different fonts, text colors, and text sizes.
2. Demonstrate inserting clip art, photos, logos, video clips and sound clips to create a compelling multimedia digital presentation.

## **COURSE OBJECTIVES:**

By the end of this course, a student should:

1. Utilize basic computer skills and presentation software functions to modify and enhance a digital presentation.
2. Utilize basic computer skills and presentation software to plan and create a digital presentation.

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

Curriculum Approval Date: 12/14/2021

1 Hour

Content: Creating a Presentation.

Getting Started with presentation software.

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 Presentation Software.

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.

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.

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 a word processing program.

1 Hour

Content: Deleting and Rearranging Slides, Paragraphs, and Text.  
Formatting Text in an Outline.  
Sending an Outline or Notes to a Word Processor.

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.

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.

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.

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.

**METHODS OF INSTRUCTION:**

Lecture, demonstration, hands-on presentation software lab.

**METHODS OF EVALUATION:**

Objective examinations

Evaluation Percent 20

Evaluation Description

Class project.

Problem-solving assignments

Evaluation Percent 30

Evaluation Description

Class projects.

Skill demonstrations

Evaluation Percent 50

Evaluation Description

Class performances.

**REPRESENTATIVE TEXTBOOKS:**

Students will be provided with Instructor-developed materials for this course.

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: K

Noncredit Category: H

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: Y

Funding Agency Code: B

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000627820

Sports/Physical Education Course: N

Taxonomy of Program: 051400