

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

COMM 614

COURSE TITLE

COMPUTER PRESENTATIONS

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

The course provides a hands-on approach to the steps in planning, organizing, creating, and delivering an effective computer presentation. The student will learn to combine "traditional" presentation skills with multimedia technology to create effective presentations using a software program such as Microsoft PowerPoint. (FT)

LECTURE/LABORATORY HOURS

54

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

Possess a 10th grade reading level; ability to communicate effectively in the English language; and ability to use a browser.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by leaning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.
3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

The students will learn the steps in planning, organizing, creating, and delivering an effective presentation. The student will learn to combine "traditional" presentation skills with multimedia technology to create effective presentations using an application such as PowerPoint. Students will learn to link data to spreadsheet and word processing applications, work with charts and graphs, sound, video, special effects and animations, and enhance their presentation techniques.

COURSE OBJECTIVES

Upon successful completion of the course, the student will be able to:

1. Organize, format, integrate text and graphics, and choose proper fonts and charts for effective business presentations.
2. Develop and demonstrate the capability to utilize the major features of a significant presentation such as graphics, sound, video, special effects, to produce a complete business presentation.
3. Demonstrate a complete business presentation built by using an existing template; importing a presentation outline, text files, links, graphics; adding new material and reorganizing into a final product.
4. Design, organize, present and document a computer-generated presentation with original material including accompanying speaker notes and audience handouts.
5. Compare, contrast, and evaluate alternate types of presentation software, computing hardware and presentation media in terms of effectiveness, efficiency, and appropriateness for demonstrations and presentations to a variety of audiences in a number of environments including web.
6. Demonstrate appropriate writing style and techniques used in a presentation.
7. Demonstrate the ability to give an effective oral presentation. (optional)
8. Share files using the "Cloud" and setup appropriate level of access.

SECTION II

COURSE CONTENT AND SCOPE

1. Basic Elements of a Presentation Graphics Software Package
 - 1.1. Templates
 - 1.2. Slide masters
 - 1.3. Layout masters
 - 1.4. Menu and keyboard commands

COURSE CONTENT AND SCOPE (CONTINUED)

2. Guided Tour Through a Presentation Graphics Software Package
 - 2.1. Views and navigational tools
 - 2.2. Icons and menus
3. Creating and Managing Individual Slides
 - 3.1. Using grids, guides, placeholders and backgrounds
 - 3.2. Creating charts
 - 3.3. Entering, formatting and arranging text on a slide
 - 3.4. Cutting, copying, and pasting text and objects
4. Setting up a Presentation
 - 4.1 Creating or importing slide templates or files
 - 4.2 Specifying slide shape/type, margins, handout types, notes, etc.
 - 4.3 Selecting styles, fonts, sizes, spacing, and position
 - 4.4 Outlining and storyboarding the entire presentation
5. Working with Text
 - 5.1 Adding text to a slide
 - 5.2 Using a text ruler for setting tabs and indenting text
 - 5.3 Selecting styles, fonts, sizes, spacing, and position
 - 5.4 Text editing including find, change, and spell checking
6. Creating, Modifying, and Importing Graphic Objects
 - 6.1. Drawing and using SmartArt
 - 6.2. Moving, resizing, overlapping, grouping, and manipulating objects
 - 6.3. Pasting and importing graphics
 - 6.4. Adding fills, frames, shadows, and labels
7. Working with Charts and Tables
 - 7.1. Effective chart design considerations
 - 7.2. Considering chart types
 - 7.3. Formatting and enhancing charts (axis, legends, labels, grid lines, scaling, etc.)
 - 7.4. Incorporation of text tables
8. Creating Notes and Handouts
 - 8.1. Creating and using speaker notes
 - 8.2. Working with colored text
 - 8.3. Adding, re-coloring and removing colors from imported slides
 - 8.4. Printing and production considerations
9. Multimedia Tools
 - 9.1. Adding sound, video, special effects, animation, images, and links
 - 9.2. Adding, re-coloring and removing colors from imported slides
10. Using, Adapting, and Creating Presentation Templates
 - 10.1. Building a template with appropriate categories
 - 10.2. Masters, backgrounds, placeholders
 - 10.3. Customizing, modifying, changing, and copying elements, schemes and formats
 - 10.4. Matching templates to audience and environment

COURSE CONTENT AND SCOPE (CONTINUED)

11. Planning Effective Presentations
 - 11.1. Initial decisions (formality, cost, environment, time limits, etc.)
 - 11.2. Audience analysis, presentation storyboard, overall design
12. Designing Effective Presentations
 - 12.1. Layout
 - 12.2. Type
 - 12.3. Charts and tables
 - 12.4. Color schemes and themes
13. How to Prepare and Deliver an Effective Presentation
 - 13.1. Defining purpose and identifying audience
 - 13.2. Choosing presentation medium
 - 13.3. Generating, organizing and refining content
 - 13.4. Logistics and delivery
14. Presentation Output
 - 14.1. Overhead transparencies
 - 14.2. 35-mm slides
 - 14.3. On-screen slide show
 - 14.4. Multi-media desktop computer presentation
 - 14.5. Web
15. Share files using the “Cloud” and setup appropriate level of access

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, periodicals, magazines, instructor-written materials, manuals, computer based training (CBT), Web based training (WBT), instructor selected URL's and other publications related to the design and creation of digital presentations.

WRITING ASSIGNMENTS

Appropriate writing assignments may include, but are not limited to, preparing text for an assigned project, keeping a portfolio on all laboratory and project work, completing all assigned reports, performing mathematical calculations as assigned, and completing all written assignments.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts, reference resources or handouts; Internet sites, computer based training (CBT), Web based training (WBT), and research as needed to complete projects; and organizing and preparing written answers to assigned questions.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, analysis and evaluation of reading assigned text and computer based training (CBT), Web based training (WBT) materials and utilize this analysis in classroom discussions, writing assignments, and in performing laboratory activities. Students must select and use appropriate methods and materials needed to complete laboratory assignments.

EVALUATION

A student's grade will be based on multiple measures of performance. The assessment will measure development of independent critical thinking skills and will include evaluation of student's ability to:

1. Apply theory to assignments.
2. Complete all lessons, which may include CBT, WBT, and laboratory assignments.
3. Successfully complete all exams, including any online exams.
4. Perform on written, oral, or practical examinations.
5. Contribute to class discussions.
6. Maintain attendance per current policy.
7. Demonstrate ability to work independently and as a team member.
8. Demonstrate troubleshooting skills.
9. Demonstrate ability to help others learn.
10. Portfolio of work.

Satisfactory completion of the course requires completion of a culminating activity, which may include, but is not limited to, one of the following:

1. Give an oral presentation.
2. Completion of standardized, performance based test such as SAM (Software Assessment Management) with a score of 80% or higher.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction may include, but is not limited to, lecture, computer based training (CBT), Web based training (WBT), self-paced lab, demonstration, individualized study, use of audio-visual aids, group/team work, tutorials, outside assignments, guest lectures, field trips, and guided student job assignments. This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Texts:

Microsoft Office PowerPoint: Complete Concepts and Techniques, Shelly Cashman, latest edition
New Perspectives on Microsoft Office PowerPoint, Zimmerman, latest edition
Microsoft Office PowerPoint, Beskeen, latest edition

Supplies:

Storage media.

PREPARED BY Sharian Lott and Karen Owen DATE June, 2000

REVISED BY Sharian Lott DATE February, 2007

REVISED BY Instructional Services/SLO's Added DATE June 1, 2011

REVISED BY Maria Reyes-Niemeyer DATE November, 2012

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog