

CABOT281 : Microsoft Powerpoint II

General Information

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Course Code (CB01) :	CABOT281
Course Title (CB02) :	Microsoft Powerpoint II
Department:	CABOT
Proposal Start:	Fall 2022
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000219085
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	10/01/2020
Course Description and Course Note:	CABOT 281 provides students with advanced features and functions of Microsoft Office PowerPoint, a presentation software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Power-Point. Some of the topics for this course consist of creating a presentation containing interactive object Linking and Embedding (OLE) documents, creating a self-running presentation using animation effects, and using Visual Basic for Applications (VBA).
Justification:	New Course NT FR
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54

Laboratory	0
Studio	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Prerequisite

CABOT280 - Microsoft Powerpoint I

OR

Prerequisite

STV111 - Microsoft Powerpoint

Entry Standards

Entry Standards	Description
Create a presentation;	CABOT 280
modify a presentation;	CABOT 280

customize a presentation;	CABOT 280
deliver a presentation.	CABOT 280
prepare a PowerPoint presentation;	STV 111
edit and format a presentation;	STV 111
add animation to a presentation;	STV 111
use WordArt and create an organization chart;	STV 111
link and embed objects.	STV 111

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Specifications

Methods of Instruction	
Methods of Instruction	Lecture
Methods of Instruction	Demonstrations
Out of Class Assignments	
case problems that incorporate critical thinking and problem solving with computer skills proficiency (e.g. Create a presentation); lab assignments used to reinforce case problems (e.g. Distribute presentations to remote audiences).	
Methods of Evaluation	Rationale
Exam/Quiz/Test	skill assessments using software tool(s);

Exam/Quiz/Test

final examination.

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Sebok, Susan L.	Microsoft Office 365 & PowerPoint 2019.	Boston: Cengage Learning	2020	9780357026410

Other Instructional Materials (i.e. OER, handouts)

No Value

Learning Outcomes

Course Objectives

apply pictures and symbols for bullets;

customize and edit Slide Masters;

reuse and merge PowerPoint presentations;

create and manage sections in a presentation;

control animation timing and add motion paths for the animations;

use and edit the PowerPoint slide deck in the Google slides application;

SLOs

Create and use macros to automate tasks within the PowerPoint presentation

Expected Outcome Performance: 0.0

ILOs Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate
Core creativity that leads to innovative ideas.
ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Distribute presentations to remote audiences

Expected Outcome Performance: 0.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to
Core solve unique problems.
ILOs

Demonstrate ability to create self-running applications for kiosks

Expected Outcome Performance: 0.0

ILOs Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate
Core creativity that leads to innovative ideas.
ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Create a custom slide show which can be projected to multiple differing audiences

Expected Outcome Performance: 0.0

ILOs Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate
Core creativity that leads to innovative ideas.
ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Course Content

Lecture Content

Create a presentation containing interactive OLE documents **12 HOURS**

Create a self-running presentation using animation effects **14 HOURS**

Use Visual Basic for Applications (VBA) **12 HOURS**

Distribute presentations to remote audiences **16 HOURS**

Total Hours - 54