**Tompkins Cortland Community College**

## Dual Credit Course Proposal

Cincinnatus Central School

# TC3 Course Title and Number: CAPS 141 Presentation Software

Semester(s): Full Year (September–June*)*

Course Credit Hours: 1 Unit of Credit, Aligned to Computer Applications (which is a full year course that is split into two twenty-week semesters (formerly Computers I & Computers II)

## Course Description*:* Computer Applications

## This course will concentrate on the operation and uses of presentation programs and objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in PowerPoint. It will also promote the value of living and working in an electronic world. Students will work initially from a text-based structure; whereby, students are guided by textbook assignments and lecture. A real-world approach will evolve guided by projects and requiring increased problem-solving skill and collaboration within workgroups.

## In total the course will implement teaching techniques and technologies to better equip the learners to manage real-world use of computing to: access, analyze, interpret, synthesize, apply and communicate information. Students will be required to demonstrate knowledge and skill in the use of Microsoft PowerPoint, Google Chrome, Gmail, Digital Camera, HP Scanner and a Fax Machine. Windows utility functions will also be incorporated to teach students file management and how to better organize their work.

## Prerequisites: Keyboarding or Intro to Word Processing

## Required Text(s): The Professional Approach Series by Deborah Hinkle, PowerPoint

## Optional Supplement(s): WWW Resources

## Course Objectives/ Topics Overview:

* The foremost objective of this course is to guide students toward an intermediate proficiency in PowerPoint. Additionally, students will learn to be productive citizens in cyberspace, recognize the need: to be computer literate in our information society, collaborate, organize and process information, apply skills in new ways, and produce quality documents for all assignments.

## Examples of what each student will demonstrate:

**Microsoft PowerPoint**

* Utilize beginning and intermediate presentation features of Microsoft PowerPoint such as:
* Create a specified type of presentation and slides
* Navigate among different views (slide, outline, sorter, notes)
* Send a presentation via e-mail
* Change the order of slides using slide sorter view
* Change the layout for one or more slides
* Create a presentation using Auto feature(s)
* Check spelling
* Change and replace text fonts
* Import text from Word
* Change the text alignment
* Create a text box for entering text
* Promote and demote text
* Add a picture from the ClipArt Gallery and saved from internet
* Create a photo album
* Add and group shapes using WordArt or the Drawing toolbar
* Insert hyperlinks (to websites, to other files)
* Apply formatting
* Apply background and themes
* Scale and size an object
* Add Auto number bullets
* Create, modify a table
* Create a tabbed table
* Create and format charts
* Prepare an organizational chart
* Add graphical bullets
* Add slide transitions
* Animate text and objects
* Add audio/sound clips
* Use Save and Save As to save changes
* Preview presentation
* Print slides in variety of formats (handouts, notes, 6-per page)
* Prepare “note pages” to organize their presentations
* Learn presentation skills such as “KISS: Keep it Short and Simple” and “KILL: Keep it Large and Legible”
* Publish a presentation
* Save as webpage
* Understand the terminology associated with computers and computer applications.
* Demonstrate the integration and application of their skills in other content areas, work and personal lives.
* Analyze skills and abilities required in a career option and relate them to their own skills and abilities.
* Demonstrate the ability to organize and process information and apply skills in new ways.
* Demonstrate building leadership skills, setting goals, self-monitoring and improving performance.
* Use technology to acquire, organize and communicate information by entering, modifying, retrieving and storing data.

## Examples of what each student will know:

* How to load and utilize the presentation program PowerPoint at the intermediate level.

## How to turn on and off a multi-media Windows XP computer.

* How to identify and use the keys on a computer keyboard.
* How to identify, connect and use different computer equipment such as a monitor, mouse, printer, keyboard, microphone, speakers, and external memory (i.e., USB Drives).
* How to format and save information.
* How to save information to the student’s H: drive, the shared X: drive, a CD/DVD and USB Plug Ins.
* How to access and retrieve information stored on various drives.
* How to organize files by creating new folders in their home directories.
* How to copy, delete, move, rename and backup files on disk.
* How to scan images using the HP DeskScan and save/ share among media storage devices and import to documents.
* How to take pictures and videos using the digital camera and save/ share among media storage devices and import to documents.
* How to import, export and merge data stored in different formats.
* How to send messages locally, out of state and internationally via electronic mail.
* How to transmit and receive a fax via a fax machine.
* How to load Google Chrome and search the Internet for information and data to use in assigned computer projects.
* How to navigate within the Microsoft Windows XP environment.
* The additional terminology associated with computers and computer applications at the intermediate level.
* The purposes of using data and chart functions to represent in an easy to read format.
* The role of electronic equipment of the business office.
* The role of computers in our information society.
* The role technology can play in building leadership skills, setting goals, self-monitoring and improving performance.

## Examples of what each student will learn to value:

## The importance of being computer literate in an information-based society.

* The worth of his/her creations and the creations of others
* The computer as a tool for researching and gathering information from sources around the world
* The computer as a tool for working in a technological environment.
* The computer as a tool for communication locally and globally.
* The importance of producing professional quality documents.

## Attendance Policy:

Attendance is required to do well as this is a highly hands-on course. Attendance is recorded daily and absences will be figured into class participation grading per district policy and may have the effect of lowering daily class work grade. If a student does have to be absent, it will be his or her responsibility to make arrangements to make up the lesson outside of class. Students who know ahead of time that they will be absent from a class are to discuss the absence in advance with their teacher to help ensure the class and workflows are minimally disrupted.

## Grading Scale:

Letter Grade Numerical Grade

A+ 98

A 95

A- 91

B+ 88

B 85

B- 81

C+ 78

C 75

C- 71

D+ 68

D 65

D- 60

F 59 or below

## Final Grade Determined by (include percentages):

Class work 30%

Projects 60%

Tests 10%

## Projected Outline:

The following is a primary guide to time units and projects to be completed. The time allowance and projects may vary from those listed below:

1 ½ weeks- Units I and II of textbook to introduce and gain introductory skills.

1½ - 2 wks- Students will work in small collaboration groups and receive guided instruction as they plan a trip around the world in which they must stop in at least 3 locations before returning home. They will need to identify activities to do while at each location (which may be applied later to individualized presentations). They must research the locations in depth collecting data, images, information (i.e., customs and exchange rates), as well as, obtain quotes on airfare, hotel accommodations and car rentals using websites such as Expedia or Travelocity. Additionally, they will identify and track projected daily expenses, then they need to link that information together into a sheet of their total expenses including estimates for meals, gratuities, entertainment, etc. They will address leaving dates and times and arrival dates and times using time zone information. While researching their locations, they must create notes specific to the location(s) to be used later in an individual PowerPoint slideshow such as: the language spoken, customs, tourist attractions, and other points of interest about the location.

1-2 weeks- After conducting the research, collecting graphics and information and calculating expenses, students will effectively create group slideshows entitled “Our Trip Around the World” in which they will incorporate all of their findings in a multimedia presentation to the class as if they had just returned from their vacation. Accommodations will be made to assist with modeling and guided practice as necessary; however, students will be urged to collaboratively utilize the textbook as a resource in their efforts to apply required features. In the event added guided practice needs to take place for any one group, it will be presented whole class with the expectation all will benefit.

1-2 weeks- PowerPoint intermediate features such as, creating diagrams with SmartArt graphics, changing weights to colors and outlines, applying custom colors, working with layers, grouping, adding movies, adding hyperlinks, work with Notes Master, importing from Excel or Word, setting timings, and creating action buttons are covered in a “Biography Slideshow”, after teacher instruction with textbook and modeling of a teacher prepared slideshow, students are to conduct research on a person and then apply their new learning of features to a 5-8 minute presentation about their individuals life and contribution to society.

4 weeks- Final Project--students individually will create and design a PowerPoint slideshow for an 8-10 minute presentation for their classmates. The topic will be something they are interested in and can be either taught or proposed to the class. Some examples may include proposing a new item for the town to buy, discussing ways to reduce teenage pregnancy or suggestions to reduce pollution or stop nuclear waste dumps. Students will use all of the skills they have learned throughout the year. They must include an Excel chart depicting data related to their topic, as well as many intermediate features of PowerPoint, such as, slide transitions and animations, hyper linking out to a related website, screen captures, and inserting video and audio clips.