EASTERN ARIZONA COLLEGE  
Intermediate Microsoft PowerPoint  
Course Design  
2014-2015

Course Information  
Division: Business  
Course Number: CMP 110AE  
Title: Intermediate Microsoft PowerPoint  
Credits: 0.5 - 1  
Developed by: Janice Lawhorn, PhD/Revised by Andy Shaver  
Lecture/Lab Ratio: 0.5 Lecture - .5 Lecture/0 Lab  
Transfer Status: Pending Evaluation  
Activity Course: No  
CIP Code: 11.0100  
Assessment Mode: Pre/Post Test (20 Questions/20 Points)  
Semester Taught: Upon Request  
GE Category: None  
Separate Lab: No  
Awareness Course: No  
Intensive Writing Course: No

Prerequisites
None

Educational Value
This course is designed for those students interested in using a personal computer to create, deliver and print slide presentations, apply and modify templates, implement color schemes, create and edit graphs, use multimedia files, review and conference presentations, and make presentations available over the internet.

Description
Students will become familiar with intermediate level functions of Microsoft PowerPoint, a slide and video software package.

Supplies
None
Competencies and Performance Standards

1. Apply and modify a template

   Learning objectives
   What you will learn as you master the competency:
   a. Understand and apply a template
   b. Understand and view a master
   c. Change the display using master objects
   d. Modify and format master text
   e. Adjust master text indents
   f. Reapply a layout from the master
   g. Save a presentation as a template

   Performance Standards
   Competence will be demonstrated:
   o in completion of class assignments.
   Criteria - Performance will be satisfactory when:
   o learner understands and applies a template.
   o learner understands and views a master.
   o learner changes the display using master objects.
   o learner modifies and formats master text.
   o learner adjusts master text indents.
   o learner reapply a layout from the master.
   o learner saves a presentation as a template.

2. Use a color scheme

   Learning objectives
   What you will learn as you master the competency:
   a. View and choose a color scheme
   b. Change colors in a color scheme
   c. Create a color scheme
   d. Add other colors to color menus
   e. Add a background
   f. Copy a color scheme

   Performance Standards
   Competence will be demonstrated:
   o in completion of class assignments.
   Criteria - Performance will be satisfactory when:
   o learner views and chooses a color scheme.
   o learner changes colors in a color scheme.
   o learner creates a color scheme.
   o learner adds other colors to color menus.
   o learner adds a background.
3. **Draw and modify an object**

   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Draw and select objects
   b. Edit objects
   c. Modify object attributes
   d. Align objects
   e. Connect objects together
   f. Change objects to 3-D
   g. Draw and edit an arc object
   h. Rotate and flip objects
   i. Group and ungroup objects

   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o in completion of class assignments.

   **Criteria - Performance will be satisfactory when:**
   
   o learner draws and selects objects.
   o learner edits objects.
   o learner modifies object attributes.
   o learner aligns objects.
   o learner connects objects together.
   o learner changes objects to 3-D.
   o learner draws and edits an arc object.
   o learner rotates and flips objects.
   o learner groups and ungroups objects.

4. **Insert information**

   **Learning objectives**
   
   *What you will learn as you master the competency:*
   
   a. Insert clip art in a slide
   b. Scale and recolor an object
   c. Insert a Microsoft Word table
   d. Insert a Microsoft Excel chart
   e. Insert an organization chart
   f. Insert and crop a picture
   g. Insert WordArt

   **Performance Standards**
   
   *Competence will be demonstrated:*
   
   o in completion of class assignments.
Criteria - Performance will be satisfactory when:
- learner inserts clip art in a slide.
- learner scales and recolors an object.
- learner inserts a Microsoft Word table.
- learner inserts a Microsoft Excel chart.
- learner inserts an organization chart.
- learner inserts and crops a picture.
- learner inserts WordArt.

5. Create and edit a graph

Learning objectives
What you will learn as you master the competency:
- Use Microsoft Graph
- Import data from Microsoft Excel
- Enter and edit data in a datasheet
- Modify a data series
- Format a data series
- Change and format a chart
- Modify a legend
- Add text to a chart

Performance Standards
Competence will be demonstrated:
- in completion of class assignments.

Criteria - Performance will be satisfactory when:
- learner uses Microsoft Graph.
- learner imports data from Microsoft Excel.
- learner enters and edits data in a datasheet.
- learner modifies a data series.
- learner formats a data series.
- learner changes and formats a chart.
- learner modifies a legend.
- learner adds text to a chart.

Types of Instruction
Classroom Presentation
Classroom Application

Grading Information

Grading Rationale
Final grade is based on the Post Test and final project
Grading Scale
A  90-100
B  80-89
C  70-79
D  60-69
Pass  Grade 70% or higher
Fail  Less than 70% on Post-Test