COURSE OUTLINE

CITA 112 – INTRODUCTION TO PRESENTATIONS

Prepared By: Tim Davey

CANINO SCHOOL OF ENGINEERING TECHNOLOGY
Computer Information Systems / Information Technology
May 2015
A. **TITLE:** Intermediate Word Processing

B. **COURSE NUMBER:** CITA 107

C. **CREDIT HOURS:** 1

D. **WRITING INTENSIVE COURSE:** N/A.

E. **COURSE LENGTH:** 7 weeks

F. **SEMESTER(S) OFFERED:** Fall/Spring

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
   Two lecture hours per week

H. **CATALOG DESCRIPTION:**
   This course is designed to show the student how to use desktop presentation software to prepare professional-looking presentations, combining text, charts and graphics. The students will also learn how to create typical business charts using a spreadsheet and enhancing those charts with additional software. You will experiment with animation using a drawing program, and create a presentation using various types of charts and show it to the entire class. Two hours lecture per week for seven weeks.

I. **PRE-REQUISITES/CO-COURSES:**
   No prerequisite for this class.

J. **GOALS (STUDENT LEARNING OUTCOMES):**
   Upon completion of the course, the students will be able to:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Institutional SLO</th>
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<tbody>
<tr>
<td>Create a Presentation</td>
<td>SLO-2: Critical Thinking Skills</td>
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<tr>
<td>Add and Modify Text and Graphic Objects</td>
<td>SLO-2: Critical Thinking Skills</td>
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<tr>
<td>Apply Advanced Special Effects in Presentations</td>
<td>SLO-2: Critical Thinking Skills</td>
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<td></td>
<td>SLO-3: Professional Competence</td>
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<tr>
<td>Create Special Types of Presentations</td>
<td>SLO-2: Critical Thinking Skills</td>
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<td>Create animations and add hyperlinks</td>
<td>SLO-2: Critical Thinking Skills</td>
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<tr>
<td>Integrating PowerPoint with other Programs</td>
<td>SLO-2: Critical Thinking Skills</td>
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L. **EQUIPMENT:** Computers, Printers, LCD, Dry Erase Board

M. **GRADING METHOD:** A – F

N. **MEASUREMENT CRITERIA/METHODS:**
   1. Assignments and Participation
   2. Homework
O. DETAILED COURSE OUTLINE:

I. Creating A Presentation
   A. Creating a New Presentation
   B. Using Themes
   C. Editing Text
   D. Rearranging Slides
   E. Deleting Slides
   F. Running a Slideshow
   G. Creating a Presentation Based on an Existing Presentation
   H. Animating Text
   I. Adding Transitions
   J. Inserting Footers, Slide Numbers, and the Date
   K. Using Speaker Notes

II. Applying and Modifying Text and Graphic Objects
    A. Formatting Objects
    B. Drawing and Formatting Shapes
    C. Adding Text to a Shape
    D. Inserting and Formatting Text Boxes
    E. Flipping and Rotating Objects
    F. Modifying the Slide Master
    G. Modifying Text Placeholders
    H. Modifying the Font in the Slide Master
    I. Creating SmartArt Design
    J. Modifying a SmartArt Diagram
    K. Inserting Headers and Footers on Handouts and Notes Pages

III. Adding Special Effects to a Presentation
     A. Applying and Modifying Text and Graphic Objects
     B. Adding a Graphic from a File
     C. Inserting Clip Art
     D. Resizing and Repositioning a Graphic
     E. Inserting Slides from Another Presentation
     F. Adding Video
     G. Inserting a Sound Clip
     H. Understanding Video and Audio Animation Effects
     I. Creating a Table on a Slide
     J. Creating a Chart
     K. Adding a Second Animation to an Object
     L. Changing the Speed of Animations

IV. Apply Advanced Special Effects
   A. Applying Complex Animation
   B. Creating and Formatting a Numbered List
   C. Using Advanced Picture Formatting Tools
   D. Changing the Direction of Text in a Text Box
   E. Adding Callouts
   F. Downloading Clips from Office.com
   G. Compressing Pictures
   H. Setting Up a Self-Running Presentation
I. Adding a Sound Clip to a Slide
J. Creating and Editing a Custom Show

V. Create Special Types of Presentations.
   A. Creating a Photo Album Presentation
   B. Creating a Custom Layout Master
   C. Creating WordArt
   D. Adding and Customizing a Motion Path Animation
   E. Using the Animation Painter
   F. Adding a Trigger Animation
   G. Animating Wrapped Text in a Text Box
   H. Customizing the Quick Access Toolbar and the Ribbon

VI. Integrating PowerPoint with other Programs
   A. Importing and Exporting a Word Outline
   B. Copying an Object from Another Presentation
   C. Removing the Background from Photographs
   D. Embedding and Modifying a Word Table
   E. Linking and Modifying an Excel Chart

P. LABORATORY OUTLINE: N/A