

OUTCOMES BASED LEARNING MATRIX

Course: CTIM115 – Intermediate PowerPoint (1 credit, 15 hours)
Department: Computer Technology and Information Management

Description:

This course is designed to familiarize the student with more advanced features of Microsoft PowerPoint for Windows presentation graphics software. Basic skills are reinforced and the following software features are utilized in creating sophisticated electronic slide shows: customizing slide masters, inserting text boxes and shapes, SmartArt, integrated Web content and applications, and information graphics and media.

While completing the table below, remember that the individual outcomes you list in the first column should answer this question: **What must the learner know and be able to do at the end of the course?** Items in the third column should answer the question: **How do we know?** The second column is where teachers can be most creative; it's for pedagogy. Each rectangle in column one should contain just one outcome; the corresponding rectangles in columns two and three, however, may contain more than one item. Using the code at the end of the matrix, indicate the core competencies being strengthened by the outcomes activities and the assessment tools.

*COURSE OUTCOMES	OUTCOMES ACTIVITIES	ASSESSMENT TOOLS
At the end of this course, the student will develop electronic slideshows using the following advanced features of PowerPoint presentation graphics software: a. Develop professional-looking presentations	1. a. Layout and design effective presentations (CCT, IL) b. Replace fonts automatically (CCT, IL) c. Set style and spelling options (CCT, IL) d. Use the Presentation Assistant to check styles (CCT, IL)	1. Quiz/test on terminology and content (CT, TS, R, W) 2. Create an electronic slide show on a given topic using selected features for class/instructor viewing (CT, TS, W) 3. Hands-on application assignments completed in-class and out-of-class (CT, TS, R, W) 4. Hands-on application tests

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<p>b. Use advanced multimedia and graphics</p> <p>c. Use advanced drawing techniques</p>	<p>e. Prepare an international business presentation and present it to the class (CCT, GL)</p> <p>f. Create a summary slide (CCT, IL)</p> <p>2.</p> <p>a. Locate clips by category, keyword, or style (CCT, IL)</p> <p>b. Preview and insert pictures (CCT, IL)</p> <p>c. Modify a clip using the picture toolbar (CCT, IL)</p> <p>d. Insert and play sound clips (CCT, IL)</p> <p>e. Add voice narration (CCT, IL)</p> <p>f. Insert and play motion clips (CCT, IL)</p> <p>g. Find clips on the web (CCT, IL)</p> <p>h. Scan and insert a picture (CCT, IL)</p> <p>3.</p> <p>a. Draw freehand objects (CCT, IL)</p> <p>b. Use AutoShapes (CCT, IL)</p> <p>c. Manipulate objects (CCT, IL)</p>	<p>completed in class (CT, TS, R, W)</p> <p>Referenced above</p> <p>Referenced above</p>
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<p>d. Use complex charts</p>	<p>d. Use fill effects (CCT, IL) e. Create 3-D effects (CCT, IL) f. Create a shadow effect (TS) g. Use WordArt (CCT, IL)</p> <p>4.</p> <p>a. Change chart types and subtypes (CCT, IL) b. Add, change, and remove chart elements (CCT, IL) c. Format chart objects (CCT, IL) d. Create and use custom charts (CCT, IL) e. Add animation to a chart (CCT, IL)</p>	<p>Referenced above</p>
<p>e. Use interactive features</p>	<p>5.</p> <p>a. Use the slide finder to combine presentations (CCT, IL) b. Link an excel chart to a PowerPoint presentation (CCT, IL) c. Use a link to update information (CCT, IL) d. Embed a Word table within a presentation (CCT, IL) e. Format an embedded Word table (CCT, IL)</p>	<p>Referenced above</p>

<p>f. Customize PowerPoint</p>	<p>f. Copy and past data from multiple sources (CCT, IL) g. Send a presentation to Word (CCT, IL)</p> <p>6.</p> <p>a. Change toolbar locations and display (CCT, IL) b. Customize existing toolbars (CCT, IL) c. Create a new, custom toolbar (CCT, IL) d. Customize shortcut menus (CCT, IL) e. Restore original settings (CCT, IL) f. Explore the options dialog box (CCT, IL)</p>	<p>Referenced above</p>
<p>g. Create interactive slide shows</p>	<p>7.</p> <p>a. Create and run custom slide shows (CCT, IL) b. Create and use hyperlinks (CCT, IL) c. Create action buttons (CCT, IL) d. Edit and remove a hyperlink (CCT, IL) e. Use hyperlinks in a slide</p>	<p>Referenced above</p>

<p>h. Use Web and collaboration features</p>	<p>show (CCT, IL) f. Record and run a macro (CCT, IL)</p> <p>8.</p> <p>a. Use pack and go (CCT, IL) b. Use Web page preview (CCT, IL) c. Save a presentation as a Web page (CCT, IL) d. Get help on the Web (CCT, IL) e. Use comments in a presentation (CCT, IL) f. Send a presentation as an email attachment (CCT, IL) g. Create a photo album (CCT, IL)</p>	<p>Referenced above</p>
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*Try to express an outcome as an infinitive phrase that concludes this sentence: **At the end of the course, the students should be able to . . .** Finding the line between too general and too specific can be difficult. In an English Composition course, for instance, it is probably too general to say, "The student should be able to write effective essays." It is probably too specific to say, "The student should be able to write an introductory paragraph of at least 50 words, containing an attention-getting device, an announcement of the narrowed topic, and an explicit thesis sentence." just right might read, "The student will write introductions that gather attention and focus the essay."

** Indicate the Core Competencies that apply to the outcomes activities and assessment tools: critical and creative thinking (CCT); oral communications (OC); quantitative literacy (QL); information literacy (IL); written communication (WC); civic engagement (CE); integrative learning (IG); global learning (GL).