

ARTICULATION AGREEMENT

DATE DRAFTED: June 5, 2018

VALID ACADEMIC YEAR: 2018-19 & 2019-20

LMC COURSE: BUS-035C Microsoft PowerPoint

ADULT EDUCATION CENTER COURSE: Microsoft PowerPoint 2016

School: Liberty Adult Education Center

Address: 929 Second St., Brentwood, CA 94513

A. COLLEGE COURSE DESCRIPTION: Business 35C is a skills/performance-based class that provides students the opportunity to learn the basic and intermediate features of one of the most widely used graphic presentation programs, Microsoft PowerPoint, to build professional and personal presentations easily and effectively. Students learn how to create, edit and format slideshows; enhance slides with multimedia, graphics, and animation; create and use custom templates, themes and backgrounds, and prepare presentations for various types of delivery. Students are expected to have basic computer technology and Windows skills.

B. UNITS: 1.5

C. PRE-REQUISITES: NA

D. REQUIRED CONTENT FOR ARTICULATION:

Chapter One—Preparing a PowerPoint Presentation

- Creating, opening, closing, saving, deleting, planning and running a presentation
- Using a Design Theme Template
- Inserting text in a placeholder
- Changing views
- Navigating a presentation
- Printing and previewing a presentation
- Using the slideshow toolbar
- Design themes and color variants
- Adding transitions and sound effects
- Creating a presentation in Outline View

Chapter Two—Modifying a Presentation and Using Help and Tell Me

- Using Spelling and Thesaurus
- Copy, cut, paste, find, replace and rearrange text
- Insert, delete, rearrange, copy, duplicate and reuse slides
- Copy slides between presentations
- Creating Sections

- Using the Quick Access Toolbar
- Using the Help and Tell Me feature

Chapter Three—Formatting Slides

- Applying and replacing fonts
- Using Format Painter
- Formatting Paragraphs
- Creating and customizing columns
- Rotating text
- Customizing bullets
- Changing slide size and page setup
- Using Design themes
- Formatting slide backgrounds
- Creating custom themes

Chapter Four—Inserting Elements in Slides

- Inserting and Formatting Textboxes
- Inserting, Formatting, and Copying Shapes
- Inserting an Image
- Creating Screenshots
- Creating and Formatting WordArt Text
- Inserting Symbols
- Inserting Headers and Footers

Chapter Five—Creating Tables, Charts, and SmartArt Graphics

- Creating and formatting a Table
- Inserting an Excel Spreadsheet into a table
- Creating, formatting and converting SmartArt
- Creating, formatting, and changing a Chart and Chart Elements
- Creating a Photo Album

Chapter Six—Using Slide Masters and Action Buttons

- Customizing slide masters
- Saving a presentation as a template
- Customizing the handout and notes master
- Using view tab options
- Inserting action buttons
- Applying an action to an object
- Inserting hyperlinks

Chapter Seven—Applying Custom Animation and setting up Shows

- Applying and removing animations
- Applying animation effects
- Setting up a slide show
- Using Ink Tools
- Creating a custom slide show
- Inserting audio and video files
- Inserting narration and using Presenter View

Chapter Eight—Integrating, Sharing, and protecting Presentations

- Importing a Word Outline
- Copy and pasting data
- Sharing presentations
- Exporting presentations
- Saving a presentation in a different format
- Embedding and linking objects
- Downloading templates
- Comparing and combining presentations
- Managing comments
- Managing presentation information
- Customizing PowerPoint options

*Course content from Microsoft PowerPoint 2016, Benchmark Series
By Rutkosky, Roggenkamp and Rutkosky

E. REQUIRED COMPETENCIES (PERFORMANCE OBJECTIVES) FOR ARTICULATION

Upon successful completion of this course, students will be able to:

- Use PowerPoint's basic and intermediate tools to build an informative and visually appealing presentation
- Research a topic, analyze information, and plan a presentation using appropriate tools
- Chose the most effective theme, style, transitions, animation, sound, visual content, as well as hyperlinks to other sites, etc.
- Prepare speaker's notes, print slides and handouts
- Import data from other MS Office apps
- Demonstrate use of sharing, exporting, and protecting presentations
- Save presentation as a template
- Deliver presentation to a group
- Customize PowerPoint option

METHODS FOR END OF COURSE ASSESSMENT:

- Completion of assignments (must be 100% accurate) 50%
- Attendance 5%
- Final project 25 % Final Project: Content, accuracy, visual appeal, effectiveness of presentation, and use of intermediate skills, etc.
- Group project 20%

F. PROCEDURES AND/OR CRITERIA FOR COURSE ARTICULATION:

1. Complete the Microsoft PowerPoint 2016 course and the agreed upon final exam procedure at Liberty Adult Education Center with a grade of "B" or better.
2. Apply for admission at Los Medanos College.
3. Register for CATEMA for electronic submission of college credit **OR** obtain copy of high school transcript and articulation agreement and submit to the LMC Office of Admissions & Records.
4. Upon completion of the above, the student will receive on his/her LMC and CCCC (California Community College District) transcripts the grade of "CR/NC" "A" or "B" and the unit credit for LMC's BUS-035C Microsoft PowerPoint course with a notation indicating college credit was granted by exam. (Credit by Exam)

G. TEXTBOOKS OR OTHER SUPPORTING MATERIALS

Microsoft PowerPoint 2016, Benchmark Series, Rutkosky, Roggenkamp, Rutkosky, Paradigm Education Solutions, 2017 ISBN#978-0-76386-

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COLLEGE SIGNATURES

Kevin P. Horan
Kevin P. Horan (Jun 6, 2018)

Kevin Horan Date
LMC Vice President of Instruction & Student Services

Ryan Pedersen
Ryan Pedersen (Jun 6, 2018)

Ryan Pedersen Date
LMC Interim Dean, Math & Physical Sciences

Penny A. Wilkins
Penny A. Wilkins (Jun 6, 2018)

Penny Wilkins Date
LMC Business Department Chair

AEC/ROP/DISTRICT SIGNATURES

Guy Rognlien

Guy Rognlien Date
Director of Community Education

Debbie Norgaard
Debbie Norgaard (Aug 1, 2018)

Debbie Norgaard Date
Coordinator, Liberty Adult Education Center

Cheryl Goetsch
Cheryl Goetsch (Jun 26, 2018)

Cheryl Goetsch Date
Faculty, Liberty Adult Education Center

- CC:**
 LMC Director of Admissions and Records
 LMC K-12 Program Coordinator
 LMC CTE Counselor
 LMC K-12 Pathway Counselor
 School District Educational Services Dept.
 High School Principal
 High School CATEMA Contact
 Upload: LMC High School Articulation webpage
 StatewidePathways.Org













BUS-035C w-LAEC 2018-20 FINAL
















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