

ARTICULATION AGREEMENT

DATE DRAFTED: May 23, 2022

VALID ACADEMIC YEARS: FA22-SP24

LMC COURSE: BUS-035C PowerPoint

ADULT EDUCATION SCHOOL COURSE: Microsoft Office PowerPoint 2016

School: Contra Costa Education Center

Address: 77 Santa Barbara Rd. Pleasant Hill, CA 94523

- 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. ADULT EDUCATION COURSE DESCRIPTION:** Mastering PowerPoint is a useful skill for all business professionals. Microsoft PowerPoint training will prepare you for employment as a Business Professional. PowerPoint is a leading tool for creating professional, visually engaging presentations. This course emphasizes the creation of interactive PowerPoint presentations, animating text and objects, adding, formatting, and modifying pictures, charts, and tables, and saving PowerPoint presentations in a variety of formats and delivery methods. Using PowerPoint allows students to communicate ideas in a compelling way. PowerPoint empowers students to captivate and persuade audiences with built-in themes, and animation features that allow students to build professional presentations.
- E. REQUIRED CONTENT FOR ARTICULATION:**
- Module 1: Creating and editing a presentation with pictures**
- Project- Creating a presentation with bulleted lists and pictures
 - Choose a document theme and variant
 - Create a title slide
 - Format characters in a presentation
 - Add a new slide to a presentation
 - Create a text slide with a multi-level bulleted list
 - Add new slide changing slide layout and changing the theme
 - PowerPoint views to move to another slide in a normal View
 - Insert pictures into a slide
 - Resize photos and illustrations
 - End a slideshow with a closing slide
 - Make changes to slide text content
 - Add a transition
 - See you in the presentation in slide show View
- Module 2: Enhancing a presentation with pictures shapes and word art**
- Project- Presentation with pictures shapes and word art

- Download a theme and editing slides
- Insert and formatting pictures in a presentation
- Insert in formatting a shape
- Format slide background
- Insert and formatting word art
- Review and revise individual slides

Module 3: Reusing a presentation and adding media and animation

- Project- Presenting with video audio animation and photos with effects
 - Insert photos and adding effects
 - Modify placeholders
 - Modify and copy and illustration
 - Add media to slides
 - Animate slide content
 - Customize slide element

F. REQUIRED COMPETENCIES (PERFORMANCE OBJECTIVES) FOR ARTICULATION:

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

1. Use PowerPoint's basic and intermediate tools to build an informative and visually appealing presentation
2. Prepare speaker's notes, print handouts, and slides. Use spell check and thesaurus
3. Chose the most effective theme, style, transitions, animation, sound, and visual content.
4. Learn to modify existing presentations, insert formatting, shapes, and cropping.
5. Research a topic, analyze information, plan a presentation using appropriate tools, and deliver the presentation
6. Achieve measurable growth in knowledge and skills related to their educational/career goal
7. Increase student's ability to participate effectively as productive members of their community
8. See the value of participation in life-long learning opportunities

G. METHODS FOR END OF COURSE ASSESSMENT:

1. Complete end-of-chapter skills reinforcement task
2. Performance based assessments
3. Portfolio collection of work
4. Lab performance projects
5. Quizzes
6. Final exam project
7. Final project class presentation

H. TEXTBOOKS OR OTHER SUPPORTING MATERIALS

Discovering Computers & Microsoft Office 365 – Office 2016, Shelly Cashman Series

I. PROCEDURES AND/OR CRITERIA FOR COURSE ARTICULATION: (all of the following must be met)

1. Students **must apply** to Los Medanos College and register in **CATEMA** in order to receive credit recommendations by their high school teacher.
2. Students **must be recommended** for credit by their high/adult ed. school teacher in **CATEMA**. *Teachers recommend credit at their discretion.*
3. Students **must complete** the Microsoft Office PowerPoint at Contra Costa Adult Education Center with an overall grade of "B" or better.
High school/Adult Ed. teachers will enter this grade in CATEMA.

4. Students **must earn** a “B” or better on the agreed upon college/high school final exam procedure.
High school/Adult Ed. teachers will enter this exam grade in CATEMA.
5. Articulated college credit may only be recommended by the high school teacher and received by the student **within the academic year** in which it was earned.
6. Upon completion of the above, the student will receive on his/her LMC and CCCC (California Community College District) transcript the units of credit for LMC’s **BUS-035C PowerPoint** course.
7. College transcripts will reflect the **FINAL EXAM GRADE** earned and will be notated as *Credit by Exam.

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COLLEGE SIGNATURES

Natalie Hannum

Natalie Hannum (May 24, 2022 12:58 PDT)

Natalie Hannum
LMC Vice President of Instruction



Dennis Franco
LMC Interim Dean of Instruction, Business

Penny Wilkins

Penny Wilkins (May 24, 2022 09:49 PDT)

Dr. Penny Wilkins
LMC Business Dept. Chair

ADULT EDUCATION/DISTRICT SIGNATURES

Rhuepell Stroud

Rhuepell Stroud (May 25, 2022 11:28 PDT)

Rhuepell Stroud
Principal, Contra Costa Adult Education Center

Hilary A. Dito

Hilary Dito
Director III, College & Career Readiness

Christina Carter

Christina Carter (May 25, 2022 11:32 PDT)

Christina Carter
Contra Costa Adult Education Teacher

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Final Audit Report


2022-05-25

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