

Washtenaw Community College Comprehensive Report

UAT 191 Advanced PowerPoint for Instructors (UA 3103) Effective Term: Spring/Summer 2021

Course Cover

Division: Advanced Technologies and Public Service Careers

Department: United Association Department

Discipline: United Association Training

Course Number: 191

Org Number: 28200

Full Course Title: Advanced PowerPoint for Instructors (UA 3103)

Transcript Title: Advanced PowerPoint (UA 3103)

Is Consultation with other department(s) required: No

Publish in the Following:

Reason for Submission: New Course

Change Information:

Consultation with all departments affected by this course is required.

Rationale: Conditionally approved course, seeking full approval. This course was conditionally approved 11/9/20.

Proposed Start Semester: Winter 2021

Course Description: In this course, students will expand their PowerPoint software skills by utilizing current and advanced PowerPoint applications. Students will create and present a slide show using charts and tables in a PowerPoint presentation. PowerPoint topics, such as customizing themes using slide masters, collaborating with others online, creating instructional games with PowerPoint, as well as connecting to online class presentations will be covered. Students will use various resources, including a textbook, articles and documentation from reliable online resources. Limited to United Association program participants.

Course Credit Hours

Variable hours: No

Credits: 1.5

The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min

Lecture Hours: Instructor: 22.5 Student: 22.5

The following Lab fields are not divisible by 15: Student Min, Instructor Min

Lab: Instructor: 1.5 Student: 1.5

Clinical: Instructor: 0 Student: 0

Total Contact Hours: Instructor: 24 Student: 24

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites

General Education

Degree Attributes

Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Identify which advanced features of PowerPoint should be used to communicate effectively with the audience.

Assessment 1

Assessment Tool: Outcome-related multiple-choice exam questions

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

2. Create a PowerPoint slide show presentation integrating advanced features.

Assessment 1

Assessment Tool: Presentation

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Observational checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

3. Prepare and deliver a PowerPoint presentation in an online format.

Assessment 1

Assessment Tool: Presentation

Assessment Date: Fall 2020

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Observational checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. instructors

Course Objectives

1. Link and use data in an Excel worksheet to create a chart in PowerPoint.
2. Recognize and create SmartArt diagrams.
3. Recognize and utilize Find and Replace icons in an uploaded document.
4. Connect slides with internal hyperlinks using PowerPoint Zoom.
5. Edit the properties of a document.
6. Recognize and demonstrate ways to protect a document from removal.
7. Draw on slides during a slideshow presentation.

8. Create an interactive teaching game using PowerPoint.
9. Prepare and present a PowerPoint slide show and demonstrate its online capabilities.
10. Compare and contrast the current advanced PowerPoint features available from those used in the early 2000s.

New Resources for Course

Course Textbooks/Resources

Textbooks

Alec Fehl. *In-depth coverage of PowerPoint 2019 & 365*, first ed. Microsoft, 2019, ISBN: 978-1-64061-1.

Manuals

Periodicals

Software

Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Tony Esposito</i>	<i>Faculty Preparer</i>	<i>Nov 11, 2020</i>
Department Chair/Area Director: <i>Marilyn Donham</i>	<i>Recommend Approval</i>	<i>Nov 29, 2020</i>
Dean: <i>Jimmie Baber</i>	<i>Recommend Approval</i>	<i>Dec 01, 2020</i>
Curriculum Committee Chair: <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Jan 29, 2021</i>
Assessment Committee Chair: <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Feb 01, 2021</i>
Vice President for Instruction: <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Feb 04, 2021</i>