

Course Competencies Template - Form 112

| GENERAL INFORMATION | | | |
|---|--|--|--|
| Name: Diane King | Phone #: 7-7021 | | |
| Course Prefix/Number: CTS2215 | Course Title: PowerPoint/Outlook | | |
| Number of Credits: 4 | | | |
| Degree Type | <input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> B.A.S <input type="checkbox"/> A.A. <input checked="" type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C | | |
| Date Submitted/Revised: | Effective Year/Term: | | |
| <input type="checkbox"/> New Course Competency <input checked="" type="checkbox"/> Revised Course Competency | | | |
| Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| The above course links to the following Learning Outcomes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input type="checkbox"/> Critical thinking <input checked="" type="checkbox"/> Information Literacy <input type="checkbox"/> Cultural / Global Perspective </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Social Responsibility <input checked="" type="checkbox"/> Ethical Issues <input checked="" type="checkbox"/> Computer / Technology Usage <input checked="" type="checkbox"/> Aesthetic / Creative Activities <input checked="" type="checkbox"/> Environmental Responsibility </td> </tr> </table> | | <input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input type="checkbox"/> Critical thinking <input checked="" type="checkbox"/> Information Literacy <input type="checkbox"/> Cultural / Global Perspective | <input type="checkbox"/> Social Responsibility <input checked="" type="checkbox"/> Ethical Issues <input checked="" type="checkbox"/> Computer / Technology Usage <input checked="" type="checkbox"/> Aesthetic / Creative Activities <input checked="" type="checkbox"/> Environmental Responsibility |
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| Course Description (limit to 50 words or less, <u>must</u> correspond with course description on Form 102): The student will be provided the opportunity to develop the skills necessary to prepare for the core level Microsoft Office User Specialist (MOUS) Certification exam in MS PowerPoint and MS Outlook. Prerequisites: CGS 1060. Laboratory fee. (3hr. lecture; 2hr lab). | | | |
| Prerequisite(s): CGS1060 | Corequisite(s): | | |

Course Competencies: (for further instruction/guidelines go to: <http://www.mdc.edu/asa/curriculum.asp>)

Competency 1: The student will demonstrate an understanding of the skills necessary to create a Power Point presentation by:

1. Creating a specified type of slide.
2. Creating a presentation from a template and/or a wizard.
3. Navigating among different views (slide, outline, sorter, tri-pane).
4. Creating a new presentation from existing slides.
5. Copying a slide from one presentation into another.
6. Inserting headers and footers.
7. Creating a Blank presentation.
8. Creating a presentation using the AutoContent Wizard.
9. Sending a presentation via e-mail.

Competency 2: The student will demonstrate an understanding of the skills necessary to modify a Power Point presentation by:

1. Changing the order of slides using Slide Sorter view.
2. Finding and replacing text.
3. Changing the layout for one or more slides.
4. Modifying the Slide Master.

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5. Modifying slide sequence in the outline pane.
6. Applying a design template.

Competency 3: The student will demonstrate an understanding of working with text by:

1. Checking the spelling in a presentation.
2. Changing and replacing text fonts (individual slide and entire presentation).
3. Entering text in tri-pane view.
4. Importing text from Microsoft® Word.
5. Changing the text alignment.
6. Creating a text box for entering text.
7. Using the Wrap text in TextBox feature.
8. Using the Office Clipboard.
9. Using the Format Painter.
10. Promoting and demoting text in slide and outline panes.

Competency 4: The student will demonstrate an understanding of working with visual elements of a presentation by:

1. Adding a picture from the ClipArt Gallery.
2. Adding and grouping shapes using WordArt or the Drawing Toolbar.
3. Applying formatting.
4. Adding text to a graphic object using a text box.
5. Scaling and sizing an object including ClipArt.
6. Creating tables within PowerPoint.
7. Rotating and filling an object.

Competency 5: The student will demonstrate an understanding of the skills necessary to customize a presentation by:

1. Adding AutoNumber bullets.
2. Adding speaker notes.
3. Adding graphical bullets.
4. Adding slide transitions.
5. Animating text and objects.

Competency 6: The student will demonstrate an understanding of the ability to output from a presentation by:

1. Previewing presentation in black and white.
2. Printing slides in a variety of formats.
3. Printing audience handouts.
4. Printing speaker notes in a specified format pages.

Competency 7: The student will demonstrate an understanding of the ability to deliver a presentation by:

1. Starting a slide show on any slide.
2. Using on screen navigation tools.
3. Printing a slide as an overhead transparency.
4. Using the pen during a presentation.

Competency 8: The student will demonstrate an understanding of the ability to manage files by:

1. Saving changes to a presentation.

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2. Saving as a new presentation.
3. Publishing a presentation to the Web.
4. Using Office Assistant.
5. Inserting hyperlink.

Competency 9: The student will demonstrate an understanding of the ability to use Microsoft Outlook mail to communicate with others by:

1. Reading mail.
2. Sending mail.
3. Composing mail by entering text.
4. Printing mail.
5. Addressing mail by entering text.
6. Using mail features (forward, reply, and recall).
7. Using address book to address mail.
8. Flagging mail messages.
9. Navigating within mail.
10. Finding messages.
11. Configuring basic mail print options.
12. Working with attachments.
13. Adding a signature to mail.
14. Customizing the look of mail
15. Using mail templates (themes) to compose mail.
16. Integrating and use mail with other Outlook components.
17. Customizing menu and task bars.

Competency 10: The student will demonstrate an understanding of the ability to manage messages with Outlook by:

1. Creating folders.
2. Sorting mail.
3. Setting the viewing options.
4. Archiving mail messages.
5. Filtering a view.

Competency 11: The student will demonstrate an understanding of the ability to use the Outlook calendar by:

1. Navigating within the calendar.
2. Scheduling appointments and events.
3. Setting reminders.
4. Printing the calendar.
5. Scheduling multi-day events.
6. Configuring calendar print options.
7. Customizing the calendar view.
8. Scheduling recurring appointments.
9. Customizing menu and task bars.
10. Adding and removing meeting attendees.
11. Planning meetings involving others.
12. Saving a personal or team calendars as a Web page.
13. Booking office resources directly (e.g., conference rooms).
14. Integrating calendar with other Outlook components.

Competency 12: The student will demonstrate an understanding of the skills necessary to navigate and use Outlook effectively by:

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1. Using Outlook Help and Office Assistant.
2. Moving items between folders
3. Navigating between Outlook components.
4. Modifying the Outlook Master Categories List.
5. Assigning items to a category.
6. Sorting information using categories.
7. Using the Office Clipboard.

Competency 13: The student will demonstrate an understanding of working with contacts and tasks in Outlook by:

1. Creating, editing, and deleting contacts.
2. Sending contact information via e-mail.
3. Organizing contacts by category.
4. Manually recording an activity in a journal.
5. Linking activities to a Contact.
6. Sorting contacts using fields.
7. Creating and updating one-time tasks.
8. Accepting and declining tasks.
9. Organizing tasks using categories.
10. Assigning tasks to others.
11. Creating tasks from other Outlook components.
12. Changing the view for tasks.

Competency 14: The student will demonstrate an understanding of integrating Microsoft Office applications and other applications with Outlook components by:

1. Creating and using Office documents inside Outlook.
2. Using Notes.
3. Creating and editing notes.
4. Organizing and viewing notes.
5. Customizing notes.

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