

ALTW 217: INTERMEDIATE COMPUTER APPLICATIONS FOR STUDENTS WITH LEARNING DIFFERENCES

Foothill College Course Outline of Record

Heading	Value
Units:	3
Hours:	3 lecture per week (36 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Credit Course Basic Skills
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- A successful student will be able to demonstrate the ability to create a 3 page PowerPoint presentation.
- A successful student will be able to demonstrate the ability to make a 3 minute presentation to his/her peers.

Description

Students will learn to combine Microsoft Word, Microsoft Excel and Microsoft PowerPoint to produce intermediate documents to be used in academic, non-profit, government and/or business environment.

Course Objectives

The student will be able to:

- Learn thoroughly the Microsoft PowerPoint application.
- Utilize Word, Excel and PowerPoint applications in documents and oral presentations.
- Demonstrate appropriate oral presentation skills.
- Present oral presentation(s) incorporating three different Microsoft Suites applications.

Course Content

- Learn thoroughly the Microsoft Power Point application
 - Utilize all functions of PowerPoint application
 - Utilize templates to structure the PowerPoint document
 - Utilize layout themes to create a custom PowerPoint presentation
 - Create PowerPoint slides
 - Edit PowerPoint presentation
 - Utilize different "views" of PowerPoint in order to customize presentation for audience
- Insert Excel document
 - Insert and edit graphs and tables
- Insert graphics
 - Insert and edit Word Art
 - Insert and edit Clip Art

- Insert websites, links
- Insert photos, movies, YouTube links, hyperlinks and other related enhancements
- Utilize animated slides, including sound enhancements
- Techniques of oral presentations
 - Voice
 - Timing
 - Dress etiquette
 - Eye contact
- Question and answer component
- Peer and constructive criticism

Lab Content

Not applicable.

Special Facilities and/or Equipment

Accessible classroom with computers, monitors, and printer.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

- Class participation
- Teamwork and collaboration in development presentation
- Class assignments and projects
- Homework
- Final project: "Capstone" oral presentation

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

- Lecture: Demonstration of the use of each PowerPoint function
- Hands-on demonstration
- Role-play
- Peer review and critique

Representative Text(s) and Other Materials

Lambert, J., and C. Frye. Microsoft Office 2019 Step by Step. Microsoft Press, 2018.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- Writing Assignments:
 - Create a PowerPoint business presentation about an entrepreneurial proposal that utilizes PPT application.
 - Create a collaborative PowerPoint presentation with team of students about a community service program.
 - Create a PowerPoint presentation, capstone project, "TTW Milestones".

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services