Washtenaw Community College Comprehensive Report

UAT 226 PowerPoint for Instructors (UA 3004)
Effective Term: Fall 2020

Course Cover

Division: Advanced Technologies and Public Service Careers
Department: United Association Department
Discipline: United Association Training
Course Number: 226
Org Number: 28200
Full Course Title: PowerPoint for Instructors (UA 3004)
Transcript Title: PowerPoint for Instructor 3004
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Web Page
Reason for Submission: Course Change
Change Information:
    Consultation with all departments affected by this course is required.
    Course title
    Course description
    Total Contact Hours
    Outcomes/Assessment
    Objectives/Evaluation
Rationale: Update United Association course
Proposed Start Semester: Fall 2020
Course Description: In this course, students will develop methods of using Microsoft PowerPoint to create and deliver class presentations and course-related material for instruction at local Training Centers. Students will review basic tasks in PowerPoint including adding text, fonts, colors and graphics, as well as advanced topics, such as adding tables, charts, hyperlinks and animations. In addition, students will customize slide shows using drawing tools for class presentations. The title of this course was previously PowerPoint for Instructors. 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
Prerequisite
UAT 222

General Education
Degree Attributes
Below College Level Pre-Reqs

Request Course Transfer
Proposed For:

Student Learning Outcomes

1. Create a PowerPoint slide show using basic functions.
   Assessment 1
   Assessment Tool: Demonstration
   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: Demonstration 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

2. Prepare and present an effective lesson plan using a PowerPoint slide show.
   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. Demonstrate advanced features of PowerPoint that can enhance a presentation.
   Assessment 1
   Assessment Tool: Demonstration
   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: Demonstration 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. Use a master slide to set formatting standards.
2. Present a lecture using slide show visuals.

3. Use PowerPoint tools to create a student handout to accompany a slide show.
4. Insert tables and charts in a slide.
5. Customize animation and timing in a slide show.
6. Navigate, locate and define the current PowerPoint edition to identify the uses of tabs.
7. Demonstrate the various styles of text, fonts, and colors that can be used to create an effective PowerPoint presentation.
8. Prepare and present a slide show that aligns with a lesson plan.
9. Demonstrate the use of graphics in PowerPoint presentations.
10. Identify and demonstrate advanced functions of PowerPoint to enhance a presentation.
11. Compare and contrast basic and advanced functions to determine which tools best support instructional content.

New Resources for Course

Course Textbooks/Resources
Textbooks
Manuals
Periodicals
Software

Equipment/Facilities
Level III classroom

Reviewer	Action	Date
Faculty Preparer:		
Tony Esposito	Faculty Preparer	Sep 21, 2020
Department Chair/Area Director:		
Marilyn Donham	Recommend Approval	Sep 23, 2020
Dean:		
Jimmie Baber	Recommend Approval	Oct 01, 2020
Curriculum Committee Chair:		
Lisa Veasey	Recommend Approval	Oct 30, 2020
Assessment Committee Chair:		
Shawn Deron	Recommend Approval	Nov 04, 2020
Vice President for Instruction:		
Kimberly Hurns	Approve	Nov 09, 2020