

# North Hennepin Community College

## CIS 1230: Business Presentations: PowerPoint

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course introduces students to business presentation concepts and applications using the most current PowerPoint software. This course is for anyone who has to or wants to prepare engaging and effective business presentations. Students will plan, organize, prepare and produce professional quality presentations to meet organizational and business needs. Features studied include customizing a presentation, design templates, slide layouts, custom slide animation and transitions, using multimedia, charts and diagrams, integration, and tools for producing multiple outputs including publishing to the web. This course will provide a thorough understanding of PowerPoint's most important tools and features.

After this course, the student would be prepared to take the Microsoft Office Specialist Exam for PowerPoint.

NOTE: Knowledge of the keyboard is recommended for this course.

### B. COURSE EFFECTIVE DATES: 08/20/2001 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Content covered may include:  
Determining the purpose and outcome of the presentation.
2. Analyzing the audience needs and expectations.
3. Assessing the situation for the presentation.
4. Selecting the appropriate media for the presentation.
5. Planning, designing and creating effective Power Point presentations based on its purpose and desired outcome, audience, situation and technology available.
6. Selecting and creating appropriate visuals for your audience and situation.
7. Applying and modifying text and graphic objects for slide shows.
8. Integrating PowerPoint with other programs and multimedia.
9. Adding animation, slide transitions and advanced special effects to a presentation.
10. Integrating other software with Power Point
11. Creating a PowerPoint poster presentation.
12. Creating a Power Point presentation for the Internet.
13. Developing ability to respond to the audience in planning and delivering a presentation in multiple formats.

#### **D. LEARNING OUTCOMES (General)**

1. ANALYZE the situation to determine the purpose and desired outcome, the audience needs, the environment and technology available. (NHCC ELOs 1 & 2)
2. SYNTHESIZE the information to DEVELOP a plan and design, then CREATE an effective Power Point presentation based on the defined purpose and desired outcome, audience, situation and technology available. (NHCC ELOs 2 & 4)
3. DELIVER a variety of well-prepared presentations in multiple formats, ANALYZING the audience and environment to CHOOSE and CREATE appropriate visuals. (NHCC ELO 2)
4. DEMONSTRATE ability to respond to the audience in planning and delivering a presentation in multiple formats. (NHCC ELO 2)
5. UNDERSTAND the importance of verbal, visual and multimedia aspects of presentations and ASSIMILATE these aspects into presentations. (NHCC ELO 1)

#### **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.