

# North Hennepin Community College

## CIS 1530: Business Graphics

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is designed to introduce students to delivering a presentation using computer presentation graphics. This course will give students an introduction to the capabilities of Microsoft Office PowerPoint. Students will learn how to plan and organize an effective presentation. Hands-on exercises will give the opportunity to apply these concepts utilizing Microsoft PowerPoint.

Knowledge of the keyboard is recommended for this course.

**B. COURSE EFFECTIVE DATES:** 08/27/1997 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. This course covers the basics of presentation graphics. The following topics may be included:
2. basics of computer presentation graphics
3. how to plan an effective presentation
4. how to organize and create an effective presentation
5. techniques for creating a presentation in Microsoft PowerPoint

### D. LEARNING OUTCOMES (General)

1. DESCRIBE and DEMONSTRATE the purpose, functions and common features of computer presentation graphics software and how the software serves as a communication tool. (NHCC ELOs 1, 2)
2. PLAN, ORGANIZE, DESIGN AND CREATE an effective PowerPoint presentation. (NHCC ELO 2)

### 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.