

# Minnesota State College Southeast

## ADMS 1452: Electronic Presentations for Business Professionals

### A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course will allow the student to produce professional-looking presentations using Microsoft PowerPoint. Students will learn to create, edit, and publish presentations with illustrations and shapes, custom backgrounds and SmartArt Diagrams. Use of diagrams, tables, pictures, video, sound, and animation effects will also be discussed. (Prerequisite: None) (2 Credits: 2 lecture/0 lab)

**B. COURSE EFFECTIVE DATES:** 07/01/2009 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Use electronic presentation software to create professional presentations
2. Apply design concepts when creating presentations
3. Use proofreading and editing skills to create error-free presentations

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

1. Print presentation handouts
2. Insert and print speaker notes
3. Add clip art and bitmap/jpeg images to slides
4. Define terms
5. Exhibit dependability
6. Create presentations using automated tools
7. Add slides to presentations
8. Delete slides from presentation
9. Setup slide shows
10. Modify headers and footers in the slide master
11. Insert format and modify text
12. Add tables and charts to slides
13. Customize slide backgrounds
14. Demonstrate professional attitude
15. Add Office art elements to slides
16. Apply formats to presentations
17. Apply animation schemes
18. Apply slide transitions
19. Customize slide formats
20. Import text from Word
21. Customize slide templates
22. Preview and print slides and outlines
23. Manage slide master
24. Add links to presentations
25. Rearrange slides
26. Modify slide layout
27. Add sound and video to slides
28. Create presentations manually
29. Manage files and folders for presentations
30. Publish presentations to the web

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

None

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

As noted on course syllabus

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

None noted