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