COURSE OUTLINE: OAD300 - PRESENTAT. GRAPHICS

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Course Code: Title	OAD300: PRESENTATION GRAPHICS
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semesters/Terms:	19S
Course Description:	Effective communication through text, charts, graphs, and diagrams is essential in the business world today. Graduates will be able to use presentation software to prepare effective visual aids to highlight information presented in meetings, seminars, or lectures. While emphasis is placed on the use of the software, students will also develop their oral presentation skills.
Total Credits:	3
Hours/Week:	6
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	OAD303
Vocational Learning Outcomes (VLO's) addressed in this course: Please refer to program web page for a complete listing of program outcomes where applicable.	**2086 - OFFICE ADMIN-EXEC** VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards. VLO 9 Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Books and Required Resources:	Microsoft Office 365 PowerPoint 2016, Comprehensive by Pinard Publisher: Course Technology Cengage Learning ISBN: 9780538753722
Course Outcomes and Learning Objectives:	

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Prepare and deliver an effective presentation and	1.1 Determine the purpose of a presentation 1.2 Determine the outcome of a presentation

supporting documentation using presentation software and equipment.	1.3 Write purpose and outcome statements 1.4 Analyze audience needs and expectations 1.5 Select appropriate media 1.6 Organize a presentation 1.7 Develop an introduction, body, and conclusion 1.8 Work with visuals effectively 1.9 Choose an appropriate delivery method 1.10 Prepare for questions from the audience 1.11 Deliver a prepared presentation effectively to an audience 1.12 Set up for a presentation
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Prepare complex multi-media presentations using PowerPoint 2016 software.	2.1 Create a new presentation 2.2 Use themes 2.3 Open an existing presentation 2.4 Edit texts 2.5 Rearrange/delete slides 2.6 Create a presentation based on an existing presentation 2.7 Animate text 2.8 Add transitions 2.9 Insert footers, slide numbers, and the date 2.10 Use speaker notes 2.11 Check spelling in a presentation 2.12 Preview and print a presentation 2.13 Work with graphics 2.14 Format objects 2.15 Draw and format shapes 2.16 Insert and format text boxes 2.17 Flip and rotate objects 2.18 Modify the slide master 2.19 Modify text placeholders and the font style 2.20 Create and modify SmartArt diagrams 2.21 Convert a bulleted list into a SmartArt diagram 2.22 Animate objects ÃƒÆ`Ã`Â¢ÃƒÂ¢`Ã`Â¬ including a second animation 2.23 Insert headers and footers on Handouts and Notes pages 2.24 Broadcasting a presentation 2.25 Insert slides from another presentation 2.26 Add video and sound clips 2.27 Create tables and charts 2.28 Change themes fonts and colours 2.29 Create custom themes 2.30 Apply different themes to individual slides 2.31 Reset slides 2.32 Modify the slide background and bullet styles
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Apply advanced techniques.	3.1 Import/export Word outline into PowerPoint 3.2 Copy an object from another presentation 3.3 Remove photo background 3.4 Embed and modify Word Tables 3.5 Like and modify Excel charts 3.6 Create and edit hyperlinks 3.7 Customize Handout Masters 3.8 Mark slides during a slide show

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3.9 Share and collaborate with others
3.10 Save a presentation for distribution
3.11 Work with layers
3.12 Apply complex animation
3.13 Create and format numbered lists
3.14 Use advanced picture formatting tools
3.15 Work with text direction and callouts
3.16 Set up a self-running presentation with customized timings
3.17 Create and edit a custom slideshow
3.18 Create a photo album presentation
3.19 Create a custom layout master
3.20 Add and customize a motion path animation
3.21 Use the animation painter
3.22 Add a trigger animation
3.23 Animate wrapped text in a text box
3.24 Customize the Quick Access Toolbar and Ribbon
3.25 Create and save a custom shape
3.26 Mark a presentation as final and encrypt it
3.27 Create banners
3.28 Save slides as picture files
3.29 Create a single-page poster

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Assignments	10%	
Oral Presentation	10%	
Test 1	40%	
Test 2	40%	

Date: June 22, 2018

Please refer to the course outline addendum on the Learning Management System for further information.

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