

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: Business Presentations

CODE NO.: BUS221

SEMESTER: IV

PROGRAM: Business

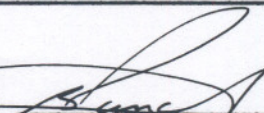
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DATE: 1999 01 04

PREVIOUS OUTLINE DATED: 1998 01 06

APPROVED:


DEAN *Joe Fruchter*

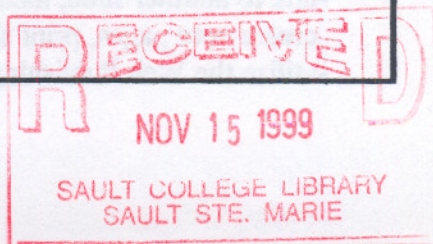
Dec 21, 1998
DATE

TOTAL CREDITS: 3

PREREQUISITE(S): EDP122/EDP131

LENGTH OF COURSE: 16 Weeks **TOTAL CREDIT HOURS:** 48

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For additional information, please contact Joe Fruchter, School of Business, (705) 759-2554, Ext. 688.



COURSE NAME

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I. COURSE DESCRIPTION: This course has been developed in order to give the students hands-on practice with their presentation skills that will be required in the business environment. Students will learn to be dynamic, powerful presenters using a holistic, entertaining, value-added, and fully-documented approach. In this course, students will learn to run an electronic slide show and deliver their presentation.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:
(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

Upon successful completion of this course, the student will demonstrate the ability to:

- 1) Develop and present an electronic slide show.

Potential Elements of the Performance:

- understand PowerPoint's basic features
- start and exit PowerPoint, use toolbars, buttons, menu bar, shortcut menus, and view buttons
- get help
- use AutoContent wizard
- determine major points, replace suggested content, save, organize, modify, and print presentation
- create a new presentation
- add/delete slides
- choose layout, add charts, organizational charts, clip art, tables and special effects
- work with clip art objects
- use drawing tools, autoshapes, colour, connectors, and lines
- create and Wordart text objects
- use grids, guides, and rulers
- align, group, and ungroup objects
- identify, select, enhance and format charts and structures, use datasheets,
- move information from one software to another
- rearrange slides, add transitions, apply layout and design features, animate shows
- use hidden slides, headers and footers and master slide layout
- link to another slide, music world-wide-web site, Excel spreadsheet
- create note pages, print speaker notes, rehearse timing, use spell check and style checker
- utilize the Web Publishing wizard

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This learning outcome will constitute 50% of the course.

- 2) Deliver business presentations.

Potential Elements of the Performance:

- work with delivery techniques by reading from a manuscript, speak from memory, impromptu, and note cards.
- use multimedia to give a presentation
- analyze your fears, experience non-verbal communication, discover the audience, and work on vocabulary skills
- learn a comfortable presentation speed for different types of speeches
- plan an oral presentation complete with title introduction, body, and conclusion
- use communication for telephone communication
- role-play positive and negative group behaviour
- use persuasion to influence the audience
- use multimedia in a business presentation
- evaluate the presentation

This learning outcome will constitute 50% of the course

III. TOPICS:

- 1) Getting Started
- 2) Creating a Presentation
- 3) Improving the Basic Presentation
- 4) Illustrating a Presentation
- 5) Communicating with Charts
- 6) Moving Information to and from PowerPoint
- 7) Making Live Presentations More Effective
- 8) Creating a Professional Presentation
- 9) Using PowerPoint on the Internet
- 10) It's Not as Bad as You Think
- 11) There is an Actor in All of us
- 12) Building for Success
- 13) Sharing Your Skills with Others
- 14) The Information Age is Now
- 15) Great Beginnings and Endings

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- 16) Cooperation is the Key
- 17) The Art of Persuasion
- 18) Picture This!
- 19) Before and After the Presentation

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Colorful Presentations, Marlene Lecompte, Norbry Publishing Ltd.

SmartStart PowerPoint 97, Robert Ferrett/John Preston, Prentice Hall

V. EVALUATION PROCESS/GRADING SYSTEM

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.75
B	70 – 79%	3.00
C	60 – 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade – limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see Policies & Procedures Manual - Deferred Grades and Make-up).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

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CODE NO.**EVALUATION**

Business Presentations	40%
PowerPoint Presentations	25%
Project Presentation	18%
Attendance	17%

Assigned Work

Late work will not be accepted by the professor, except in a case where the student has experienced extenuating circumstances and provided the professor with a keyed letter explaining circumstances when the work is submitted. The professor must receive an e-mail or voice-mail prior to the deadline.

VI. SPECIAL NOTES:

- **Special Needs**
If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.
- **Retention of Course Outlines**
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.
- **Course Modification**
The instructor reserves the right to modify the course as deemed necessary to meet the needs of students.
- **Disclaimer for Meeting the Needs of the Learners**
- **Substitute Course Information is available at the Registrar's Office.**
- **Academic Dishonesty**
Students should refer to the definition of "academic dishonesty" in the "statement of Student Rights and Responsibilities." Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to

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and including expulsion from the course, as may be decided by the professor.

VII. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following: