

Sault College of Applied Arts & Technology

Sault Ste Marie, ON



Course Outline

Course Title: PRESENTATION GRAPHICS
Course No.: COM400
Program: OFFICE ADMINISTRATION EXECUTIVE/LEGAL
Semester: Fourth (4)
Author: LYNN DEE EASON
Date: January 1998

Approved: *Joseph C. Fawcett* January 3, 1998
Dean, School of Business & Hospitality Date

Total Credits: 4
Prerequisites: None
Length of Course: 2 HOURS/WEEK FOR 16 WEEKS

1. COURSE DESCRIPTION:

Effective communication through text charts, graphs, and diagrams is key 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. Emphasis is placed on the use of the software but some basic presentation skills will be developed through the course.

2. SUMMARY OF LEARNING OUTCOMES:

- a. Create effective business presentations using presentation graphics software.
- b. Prepare speaker's notes and audience handouts
- c. Convert existing information into a presentation
- d. Enhance presentations with text effects, drawing tools, and colour
- e. Communicate with graphs
- f. Apply advanced techniques such as branched presentations, self-contained slide shows, and design principles.

3. LEARNING OUTCOMES WITH ELEMENTS OF PERFORMANCE:

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

- a. Create effective business presentations using presentation graphics software.**
 - i. Working with presentation graphics software
 - ii. Planning a presentation type and style
 - iii. Using templates
 - iv. Customizing styles
 - v. Editing individual slides and their placement
- b. Prepare speaker's notes and audience handouts**
 - i. Creating auxillary notes and layouts for notes/handouts
 - ii. Printing out the result
- c. Convert existing information into a presentation**
 - i. Using Word and Excel files
 - ii. Moving slides between presentation

- d. Enhance presentations with text effects, drawing tools, and colour**
 - i. Adding and manipulating text objects
 - ii. Using tools such as find and replace or spellchecker
 - iii. Using drawing tools
 - iv. Using colour effectively

- e. Communicate with graphs**
 - i. Working with the variety of charts available
 - ii. Enhancing a chart
 - iii. Importing data into a graph

- f. Apply advanced techniques such as excellent design principles branched presentations, and self-contained slide shows.**
 - i. Applying excellent colour, formats and media choices
 - ii. Using keyboard commands for a slide show
 - iii. Using on-screen drawing
 - iv. Creating branched presentations
 - v. Creating, packaging, and distributing a self-contained slide show

4. REQUIRED STUDENT RESOURCES:

SmartStart PowerPoint 4 for Windows Daniel Speers. Que Corporation, 1995.
ISBN # 1-56529-795-4.

- At least five (5) 3.5" high density pre-formatted disks
- A hard plastic disk case
- Mouse Pad (optional but extremely desirable)
- File Folders

5. EVALUATION METHODS:

Mid-Term Reporting

- S Satisfactory Progress
- U Unsatisfactory Progress
- R Repeat (objectives have not been met)
- NR Grade not reported to Registrar's Office.

Final Grade Reporting

- A+ 90% - 100% Consistently Outstanding
- A 80% - 89% Outstanding Achievement
- B 70% - 79% Consistently Above Average
- C 60% - 69% Average
- R Below 60% Repeat - Objectives of this course have not been achieved and the course must be repeated.

ASSIGNMENTS:

For successful completion of the course, students must complete:

| | |
|--|------------|
| Assigned projects from the text in a timely, accurate manner | 20% |
| Three in-class projects | 60% |
| Two in-class written tests | <u>20%</u> |
| TOTAL | 100% |

SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), are encouraged to discuss required accommodations with the professor and/or to contact the Special Needs Office, Room E1204, Ext. 493, 717, or 491 to arrange support services.

It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.

There is no challenge exam in place for this course.

Assignments must be handed in on time to be eligible for full marks unless prior arrangements have been made with the professor. **Late assignments may be reviewed by the professor but receive a mark no higher than C.** Students are encouraged to keep backup copies of their disks as loss of/damage to disks will not be accepted as a reason for a late or incomplete assignment.

Students who engage in academic dishonesty as defined in the "Statement of Student Rights and Responsibilities" will receive a zero for that submission and/or such other penalty up to and including expulsion from the course as decided by the professor.

The Professor reserves the right to modify the course as required.