COURSE OUTLINE: OAD300 - PRESENTAT. GRAPHICS

Prepared: Minttu Kamula
Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	OAD300: PRESENTATION GRAPHICS
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semesters/Terms:	22S
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 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics. VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities. VLO 4 Operate and provide support related to the use, maintenance and procurement of office equipment and technologies. 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 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2021-2022 academic year.

SAULT COLLEGE | 443 NORTHERN AVENUE | SAULT STE. MARIE, ON P6B 4J3, CANADA | 705-759-2554

	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 A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	Paradigm Cirrus: Benchmark Series, Microsoft PowerPoint for Office 365, 2019 Edition Publisher: Paradigm

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Prepare and deliver an effective presentation and supporting documentation using presentation software and equipment.	1.1 Determine the purpose of a presentation. 1.2 Determine the outcome of a presentation. 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**
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 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.

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2021-2022 academic year.

SAULT COLLEGE | 443 NORTHERN AVENUE | SAULT STE. MARIE, ON P6B 4J3, CANADA | 705-759-2554

	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**
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. 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
Assignments	60%
Tests	40%

Date: July 29, 2021

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

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2021-2022 academic year.

SAULT COLLEGE | 443 NORTHERN AVENUE | SAULT STE. MARIE, ON P6B 4J3, CANADA | 705-759-2554