

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: PRESENTATION GRAPHICS

CODE NO. : OEL830 **SEMESTER:** Two / Four

PROGRAM: OFFICE ADMINISTRATION & COMPUTERIZED BUSINESS SYSTEMS

AUTHOR: Lynn Dee Eason

DATE: MAY 2002 **PREVIOUS OUTLINE DATED:** JAN.'00

TOTAL CREDITS: 4

PREREQUISITE(S): None

LENGTH OF COURSE: 14 weeks **TOTAL CREDIT HOURS:** 60
3 hours/
week

Copyright ©2002 The Sault College of Applied Arts & Technology

Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.

*For additional information, please contact Judith Morris
School of Continuous Learning
(705) 759-2554, Ext. 515*

I. 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 software but presentation skills will also be developed through the course.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Create effective business presentations using presentation graphics software.

Potential Elements of the Performance:

- Create a visual presentation using graphics software
- Design a presentation type and style
- Use templates in creating a presentation
- Apply text editing techniques

- Edit individual slides and their placement
- Use the outline format to prepare a presentation
- Create and print notes/handouts

2. Customize a Presentation with Text and Graphics techniques.

Potential Elements of the Performance:

- Insert clipart, WordArt and Drawing Objects
- Add lines, fills, patterns and colour schemes
- Change colours in existing objects
- Work with multiple objects and layers
- Apply advanced text and graphic manipulation techniques
- Prepare Handout and Notes Masters
- Add special effects and animations to the slide show

3. Convert existing information into a presentation.

Potential Elements of the Performance:

- Convert Word and Excel files into presentations
- Create charts, tables, flowcharts and organization charts

4. Deliver presentations in various formats.

Potential Elements of the Performance:

- Using the Meeting Minder feature
- Prepare self-contained slideshows for distribution
- Prepare presentations for the Web

5 Apply appropriate speaking techniques to business presentations.

Potential Elements of the Performance:

- Demonstrate public speaking by presenting a topic using:
 - Clear and appropriate speech for the situation
 - Language to inform and persuade
 - Nonverbal communication effectively
 - Visual aids fluidly

III. TOPICS:

1. Create a slide show

§ Overview of PowerPoint

§ Create a presentation automatically

§ Start with a blank presentation

§ Use outline view

2. Improve on the basics

- § Work with objects
- § Adjust lines, fill, and colour
- § Manipulate PowerPoint objects

3. Finish the presentation

- § Apply advanced text and drawing techniques
- § Add animation and slide show effects
- § Create tables and charts
- § Create flowcharts & organization charts
- § Using Internet links

4. Oral presentations

- § Researching and Preparing a Speech
- § Knowing The Audience
- § Delivering A Speech

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

PowerPoint 2000 - A Professional Approach by Sharon Fisher-Larson and Margaret Marple ISBN 0-02-805599-03

V. EVALUATION PROCESS/GRADING SYSTEM:

Breakdown of Final Grade:

Assignments: 25%

Tests: 75%

- Two on-line tests (10% and 40%)
- Two complete presentations (5% and [20%](#))

TOTAL 100%

All grades will be submitted to OntarioLearn as a percentage and the host college will assign its equivalent. Minimum passing grade is 50%.

VI. SPECIAL NOTES:

1. Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

2. 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.

3. The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

4. Substitute course information is available in the Registrar's office.
5. 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 and including expulsion from the course, as may be decided by the professor.
6. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
7. It is expected that 100 percent of classroom work be completed and submitted on time. Late assignments will be accepted if arrangements are made with the professor PRIOR to the due date of the assignment.
8. During testing, the program's on-line help may be available. Tests will not be "open book". Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).
9. Regular contact is expected so the professor can provide guidance as necessary.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.