

Sault College of Applied Arts & Technology

Sault Ste. Marie, ON



Course Outline

Course Title: PRESENTATION GRAPHICS

Course No.: COM400

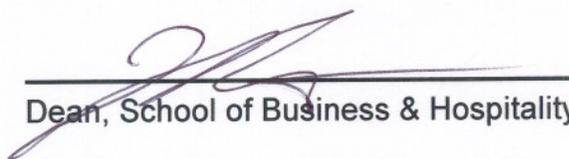
Program: OFFICE ADMINISTRATION

Semester: Fourth (4)

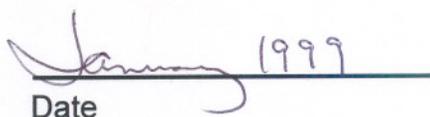
Author: LYNN DEE EASON

Date: January 1999

Approved:



Dean, School of Business & Hospitality

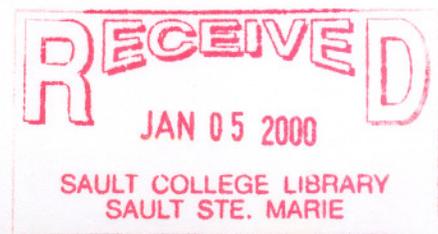


Date

Total Credits: 4

Prerequisites: None

Length of Course: 3 hours/week for 14 weeks



PHILOSOPHY/GOALS:

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 presentation skills will also be developed through the course.

I. LEARNING OUTCOMES:

- Create effective business presentations using presentation graphics software. (40% of course content)
- Prepare speaker's notes and audience handouts. (5% of course content)
- Convert existing information into a presentation. (5% of course content)
- Enhance presentations with text effects, drawing tools, colour and animation. (15% of course content)
- Apply advanced techniques such as branched presentations, self-contained slide shows, and Internet integration. (10% of course content)
- Apply appropriate speaking techniques to business presentations. (25% of course content)

II. ELEMENTS OF PERFORMANCE:

Following successful completion of this course, the student should be able to:

- Create effective business presentations using presentation graphics software. (40% of course content)
 - Working with presentation graphics software
 - Planning a presentation type and style
 - Using templates
 - Customizing styles
 - Editing individual slides and their placement
- Prepare speaker's notes and audience handouts. (5% of course content)
 - Creating and printing notes/handouts

- Convert existing information into a presentation. (5% of course content)
 - Using Word and Excel files
 - Moving slides between presentations

- Enhance presentations with text effects, drawing tools, colour and animation. (15% of course content)
 - Adding and manipulating text objects
 - Using tools such as find and replace or spellchecker
 - Using drawing tools effectively
 - Using colour and animations effectively

- Apply advanced techniques such as branched presentations, self-contained slide shows, and Internet integration. (10% of course content)
 - Create branched presentations
 - Use hidden slides effectively
 - Prepare self-contained slideshows for distribution
 - Integrate Internet sites into presentations

- Apply appropriate speaking techniques to business presentations. (25% of course content)
 - Control the fear of speaking in public
 - Speak clearly and appropriately for the situation
 - Use language to inform and persuade
 - Use nonverbal communication effectively
 - Use visual aids fluidly

III. METHODS OF EVALUATION:**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 for credit.

BREAKDOWN OF FINAL GRADE:

ASSIGNMENTS:	20%
TESTS:	
Three (3) hands-on tests (55%)	
Two complete presentations (25%)	
	<u>80%</u>
TOTAL	100%

NOTES:

- 100 percent completion of all assignments is expected. A zero will be assigned after the third consecutive day (holidays and weekend included) the assignment is late. Late assignments must be accompanied by a completed late slip.
- Students are advised to maintain a back-up of all files on diskette. Loss of output due to a lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.
- All work must be labeled with the student's name and project information in the upper right corner of each page and presented in a labeled file folder.

- If a student is unable to write a test due to a legitimate emergency, that student must contact the professor PRIOR to the end of test. The test will then be written at a time set by the professor.
- If the student has contacted the professor but the reason given is not considered a legitimate emergency, the test will be written at a time set by the professor with a 15% deduction.
- If the student has not contacted the professor prior to the end of the test, the student will receive a mark of "0" on that test. A student arriving late but prior to any other student leaving the test will be allowed to write for the remainder of the test time.
- Students must ensure that they have the appropriate tools available to do the test (diskettes, pens, pencils, ...)

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all involved parties. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.

IV. REQUIRED STUDENT RESOURCES:

1. Dynamic Presentations by Julie Jaehne. ISBN: 0-538-71453-0
2. Speaking Skills for Business Careers by Becker/Becker. ISBN:0-256-12630-5
3. Two (2) files folders labeled with student name and course code.
4. Three (3) pre-formatted 3 1/2" disks.
5. Mouse pad (optional but extremely desirable)

V. SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, and learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.

Your professor reserves the right to modify the course as deemed necessary to meet the needs of students.