

**Northwest Arkansas Community College
Business and Computer Information Courses**

OSIM 2103 Business Presentations (On Demand)

Catalog Description

Learn to use PowerPoint software to prepare attention-getting business presentations with the aid of a computer or computer-generated materials. Students will learn to prepare materials and to combine these tools with effective speaking and presentation techniques for the optimum attention of the audience. (Outside computer lab time will be required.)

Prerequisites

CISQ 1103 Introduction to Computers and
COMM 1313 Fundamentals of Communication OR OSIM 1103 Business Communications

Credit Hours: 3

Target Audience and Transfer

This course is designed for students majoring in some area of business administration.
The course will not transfer.

General Course Objectives

Knowledge:

- Plan and create effective presentations using advanced features including audio/video clips, animation, photographs, and links to other documents and the Internet.
- Make slideshow presentations and present to the class using a slide show projector.

Critical Thinking:

- Make decisions regarding most appropriate format for a presentation depending upon audience and goals.
- Make ethical decisions about use of materials with copyrights.
- Logically organize sequencing of slides for maximum learning and impact.

Academic Skill:

- Use correct English, grammar, punctuation, and communications skills in presentations.

Cultural Awareness:

- Learn methods of making slides universally understood by diverse viewers.

Required Text

PowerPoint 2003 – Comprehensive Concepts and Techniques, Shelly Cashman Series,
Shelly, Cashman, and Sebok.
Publisher: Thomson/Course Technology

Instructional Activities

- Study workbook and complete hands-on assignments, and supplementary work
- Do computer lab work to complete assigned software projects and do necessary research for several presentations
- Make three presentations to class audience

Topics Covered

- Using Design Templates and Slide Layouts
- Converting Outlines
- Using ClipArt and Photographs
- Converting Presentation to Web Page, Using Animation
- Modifying Shows and Combining Shows
- Using Tables, Charts, Video and Audio
- Working Together to Create Slide Show
- Creating Self-Running Presentations

Required Assessment

- Written exams on workbook topics and class discussion
- Hands-on exams to create slide shows using requirements currently studied
- Final slide show presentation on topic of student's choice that uses all techniques and information learned throughout semester.