

NorthWest Arkansas Community College
Business & Computer Information Systems Division
Computer Information Department Course Outline

OSIM 2103 BUSINESS PRESENTATIONS (F)

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 Computer Information, and
COMM 1313 Fundamentals of Communication OR OSIM 1103 Business Communications

Credit hours/Contact hours/Load hours

3/3/3

Target Audience/Transferability

This course is designed for students majoring in some area of business administration.
OSIM 2103 may not transfer to most four-year institutions for credit.

Student Learning Outcomes

Students completing this course will:

- 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.
- 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.
- Use correct English, grammar, punctuation, and communications skills in presentations.
- Display methods of making slides universally understood by diverse viewers.

Topics

- 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

Forms of Assessment

Written exams on workbook topics and class discussion

Hands-on exams to create slide shows using requirements currently studied

Final slide show presentation that uses all techniques and information learned throughout the semester.

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