Northwest Arkansas Community College
Business & Computer Information Systems Division

Discipline Code
OSIM

Course Number
2103

Course Title
Business Presentations

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 lab time will be required).

Prerequisites
CISQ 1103-Intro to Computer Information, and
COMM 1303 Public Speaking OR OSIM 1103 Business Communications

Credit Hours
3 credit hours

Contact hours
45 Lecture/Lab Contact Hours

Load hours
3 load hours

Semesters Offered
Fall

ACTS Equivalent
None

Grade Mode
A-F

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.

General Education Outcomes Supported

- Students develop effective oral communication skills.
- Students can write clear, coherent, well-organized documents, substantially free of errors.

Standard Practices

Topics list

- 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
- Family Time Capsule

Learning activities

- Work textbook modules to gain a better understanding of presentation software.
- Create and present Presentation I (i.e. "Introductory", 1-2 minute presentation of the student introducing themselves to the class and/or instructor).
- Create and present Presentation II (i.e. "Persuasive", 3-5 minutes presentation of the student presenting a persuasive topic to the class and/or instructor).
- Create and present Capstone Project (Final) (i.e. "Family Time Capsule", 8-10 minutes presentation of the student presenting a family life capsule to the class and/or instructor).
- This course requires additional work that may need to be completed out of class or in a virtual or on-campus lab.

Assessments

The final is a comprehensive Capstone project. The Capstone will cover a select number of the core learning outcomes, which will be provided as a study guide.

Grading guidelines

A traditional grading scale will be used, and students will be evaluated based on their combined performance on:
- homework assignments (textbook modules)
- exams and/or chapter reviews
- presentations