



CIS 123 Presentation Software

Outline of Instruction Course Information

Organization	Monroe County Community College
Course Number	CIS 123
Division	Business
Potential Hours of Instruction	45
Total Credits	3

Prerequisites ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Description

The student will learn to transform data into professional presentations using a sophisticated PC-based software package. The course will start with simple presentations moving to the more complex projects involving animation and sound. Students will create and design charts, graphs, and other visual elements which will be integrated with text to effectively communicate ideas.

MAJOR UNITS:

- Introduction to the Software
- Developing presentations
- Customizing a presentation
- Advanced techniques
- Presenting Speeches and presentations

Exit Learning Outcomes

General Education Objectives

- Prepare outlines for different types of oral presentations that show appropriate organizational skills
- Deliver a variety of oral presentations that demonstrate an understanding of the material and an awareness of delivery skills appropriate to the type of presentation.
- Demonstrate the ability to effectively take part in group presentations.
- Demonstrate an ability to use technology and/or audio-visual aids appropriate to the topic and type of presentation.
- Demonstrate the importance of audience when developing and presenting an oral presentation.

Course Outcomes In order to evidence success in this course, the students will be able to:

- define and effectively use software specific terminology**
- recognize and utilize software toolbars, buttons, and dialog boxes.**

Linked General Education Objectives

- Demonstrate an ability to use technology and/or audio-visual aids appropriate to the topic and type of presentation.

3. **plan, organize and prepare outlines for various types and styles of presentations.**
Linked General Education Objectives
 - A. Prepare outlines for different types of oral presentations that show appropriate organizational skills
4. **prepare presentations and speeches that demonstrate an understanding of audience and which are appropriately directed to the audience intended**
Linked General Education Objectives
 - E. Demonstrate the importance of audience when developing and presenting an oral presentation.
5. **create speeches and oral presentations which will combine effective and appropriate speaking skills with effective and appropriate audio-visual presentation applications**
Linked General Education Objectives
 - A. Prepare outlines for different types of oral presentations that show appropriate organizational skills
 - B. Deliver a variety of oral presentations that demonstrate an understanding of the material and an awareness of delivery skills appropriate to the type of presentation.
 - D. Demonstrate an ability to use technology and/or audio-visual aids appropriate to the topic and type of presentation.
6. **utilize assorted functions within the software application including objects, lines, fills, colors, charts and tables.**
Linked General Education Objectives
 - B. Deliver a variety of oral presentations that demonstrate an understanding of the material and an awareness of delivery skills appropriate to the type of presentation.
 - D. Demonstrate an ability to use technology and/or audio-visual aids appropriate to the topic and type of presentation.
 - E. Demonstrate the importance of audience when developing and presenting an oral presentation.
7. **demonstrate poise and confidence when presenting and speaking before an audience**
Linked General Education Objectives
 - B. Deliver a variety of oral presentations that demonstrate an understanding of the material and an awareness of delivery skills appropriate to the type of presentation.
 - E. Demonstrate the importance of audience when developing and presenting an oral presentation.
8. **demonstrate the ability to effectively take part in group presentations**
Linked General Education Objectives
 - C. Demonstrate the ability to effectively take part in group presentations.
9. **prepare presentations which will include features such as animation, sound, motion and graphics images**
Linked General Education Objectives
 - D. Demonstrate an ability to use technology and/or audio-visual aids appropriate to the topic and type of presentation.