



Course Information

Division	Business Division
Contact Hours	45
Total Credits	3

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

Course 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.

Course Outcomes

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

1. Define and effectively use software specific terminology
2. Recognize and utilize software toolbars, buttons, and dialog boxes
Linked General Education Objectives
D. 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 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.



**MONROE COUNTY
COMMUNITY COLLEGE**

Course Outcome Summary

Standard Course

CIS123 – Presentation Software

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.