

## **OAD 246      OFFICE GRAPHICS AND PRESENTATIONS**

### **I. OAD 246      OFFICE GRAPHICS AND PRESENTATIONS– 3 Semester Hours**

#### **II. Course Description**

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

#### **III. Prerequisite**

None

#### **IV. Textbook**

Textbook:      PowerPoint 2013 Comprehensive

Publisher:      Cengage

Author:        Shelly and Cashman

#### **V. Course Objectives**

1. The student will become familiar with presentation graphics concepts and terminology as presented in Microsoft PowerPoint.
2. The student will learn how to design business-like presentations using various MS PowerPoint features.
3. The student will demonstrate skills in oral communication through the presentation of a MS PowerPoint project.

#### **VI. Course Outline of Topics**

1. The student will be able to identify and describe concepts and terminology of presentation graphics program.
2. The student will learn how to design business-like presentations using various MS PowerPoint features.
3. The student will design many presentations utilizing the following concepts:
  - a. use design templates and auto layouts to create a presentation
  - b. use outline view and clip art to create slide show
  - c. create presentations on the web
  - d. use embedded visuals in presentations
  - e. use WordArt, text effects, and animation in presentations
4. The student will be able to maintain storage devices and create, save, retrieve, edit and print presentations.
5. The student will demonstrate skills in oral communication through the presentation of a PowerPoint project.

**Given instruction concerning oral communication and presentation, the student will orally deliver at least one PowerPoint presentation.**

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

## **IX. Statement on Discrimination/Harassment**

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

## **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).