

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

## COURSE OUTLINE

DEPT. ADSA

COURSE NUMBER: 1190

NUMBER OF CREDITS: 2

Lecture: 1 Lab: 1 OJT 0

<b>Course Title:</b>
Presentation Graphics

<b>Catalog Description:</b>
Presentation Graphics covers the concepts of developing electronic slide shows using a computer application program. The keys to effective presentations are covered along with various printing techniques. This course also covers more advanced presentation techniques including animation, sound, scanning, and graphics.

<b>Prerequisites or Necessary Entry Skills/Knowledge:</b>
None

### FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)

Goal 1: Communication: \_\_\_\_ by meeting the following competencies:

Goal 2: Critical Thinking: \_\_\_\_ by meeting the following competencies:

Goal 3: Natural Sciences: \_\_\_\_ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: \_\_\_\_ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: \_\_\_\_ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: \_\_\_\_ by meeting the following competencies:

Goal 7: Human Diversity: \_\_\_\_ by meeting the following competencies:

Goal 8: Global Perspective: \_\_\_\_ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: \_\_\_\_ by meeting the following competencies:

Goal 10: People and the Environment: \_\_\_\_ by meeting the following competencies:

<b>Topics to be Covered</b>
Planning, creating and enhancing presentations

<b>Student Learning Outcomes</b>
Plan and create presentations using templates and auto-layouts
Plan and create presentations without the use of templates and auto-layouts
Create slide show using outline view
Enhance a slide show using graphics, and audio and visual effects
Modify visual elements and presentation formats
Create a self-running presentation containing interactive documents
Link and embed objects within presentations

Enhance a slide show with transitions and animations to presentations
Insert links to other files and Web page hyperlinks in slides with and without action buttons
Develop speaker notes
Import and Export data to and/or from a presentation
Print presentations using various print layout options

**Is this course part of a transfer pathway: Yes ☐ No ☒**

Revised Date: 6/2021