



## BT 2450

**Division:** Business and Technology

**Department:** Business Technology

**Course:** BT 2450

**Title:** Presentations for Business

**Catalog Description:**

Students use presentation software to create charts, graphs, graphic images, text charts, computer slide presentations, and other business-related applications. Teaches drawing and editing tools; formatting; creating templates; and using sound, clip art, and presentation templates to create a slide show.

**General Education Requirements:** N/A

**Semesters Offered:** TBA

**Credit/Time Requirement:** Credit: 2; Lecture: 2; Lab: 0

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** Yes

**Prerequisites:** BT 1420 or equivalent

**Justification:**

Presentation software has become a standard in most business environments. It is imperative that students have a solid foundation and working knowledge of such software to be employable.

This course is designed to meet specific requirements for an Associate of Applied Science or a one-year certificate of completion for Business Technology majors.

The addition of this course into the Business Technology curriculum was advised and is supported by the Business Technology Advisory Committee members.

**Student Learning Outcomes:**

Upon successful completion of this course, students will be able to do or know the following:

- Create, edit, format, and customize text slides.
- Use and edit graphic images.
- Create and/or import graphic images.
- Create, edit, format, and customize bullet charts and tables.
- Create and manipulate charts.
- Create a slide show using transitions and special effects.
- Prepare a variety of output including transparencies and speaker notes.

**Content:**

Course objectives will be accomplished by

- Introducing presentation software.
- Creating a text slide show.
- Editing, formatting, and customizing text slides.
- Implementing bullet charts and tables.
- Using drawing tools and ClipArt.
- Applying presentation time savers (importing outlines and using QuickMenus).
- Creating and enhancing a variety of charts (pie, XY, statistical, organizational, etc.).
- Creating graphics for slides (original, file, and digital images).
- Creating a slide show (including selecting/creating templates, transitions, special effects, sound, etc.).
- Presenting a slide show.
- Integrating word processing tables and spreadsheet charts into a presentation.
- Using presentation software and the Internet.
- Preparing a variety of printouts (including color and transparency).

### **General Education Outcomes:**

3) Speak effectively in a variety of contexts.

Students will be given several opportunities to deliver oral presentations aided by presentation software. Students will receive feedback regarding how to make their presentation more effective. Provided with this feedback, coupled with the knowledge gained in class, the student will be expected to improve with each presentation that is delivered.

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Each student will have the opportunity to evaluate the overall effectiveness of presentations given by themselves and other students in the class.

- They will be required to create a report and presentation based on research they conduct. They will then be expected to effectively deliver their own presentation, educating other students about their findings.

### **Applied Education Outcomes:**

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students will learn to determine the content that is needed to create an effective presentation. They will also learn to conduct their own research and present that information for use in the business environment.

### **Key Performance Indicators:**

Assignments and projects will be evaluated to determine proficiency and knowledge of the presentation software: 80%

Written quizzes will test the understanding of theory and terminology associated with presentation software: 10%

Production exams will give students an opportunity to demonstrate their skill using presentation software: 10%

Percentages are approximate.

**Representative Text and/or Supplies:**

Shelly Cashman Series, *PowerPoint*, current edition or equivalent, Course Technology.

**Optimum Class Size:** 18

**Maximum Class Size:** 19

**Signatures:**

I hereby submit this course syllabus:

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Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

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Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

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Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)