

## ADMS1240 - Presentations and Desktop Publishing

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| Credits:           | 3 (2/1/0)   |
| Description:       | This course introduces the concepts, terminology, techniques and applications of presentations and desktop publishing and incorporates advanced document processing skills. Students will create a slide show to present information. Students will enter text, add and delete slides, format and design themes, and present information in a variety of methods. Students develop skills in critical thinking, decision making and creativity while planning, designing and evaluating business presentations and documents.   |
| Prerequisites:     |   |
| Corequisites:      |   |
| Pre/Corequisites*: | • BUS1100   |
| Competencies:      | <ol style="list-style-type: none"> <li>1. Apply basic formats, animations and transitions to presentations.</li> <li>2. Insert and manipulate graphics.</li> <li>3. Insert interactive content into a presentation.</li> <li>4. Plan, create and present a presentation slide show.</li> <li>5. Host a virtual presentation using available tools.</li> <li>6. Apply basic formats and graphics to a publication.</li> <li>7. Develop appropriate page layout design based on the type of business publication.</li> <li>8. Collaboratively create and evaluate specialty promotional documents.</li> <li>9. Apply effective design elements and design editing to presentations and publications.</li> <li>10. Demonstrate the effective use of text files when creating presentations and publications.</li> <li>11. Demonstrate an understanding of the various media files that may be utilized in presentations and publications.</li> <li>12. Utilize effective and efficient production techniques to create presentations and publications in a timely manner.</li> </ol> |
| MnTC goal areas:   | None  |

\*Can be taking as a Prerequisite or Corequisite.