ADMS1240 - Presentations and Desktop Publishing

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:	1. Apply basic formats, animations and transitions to presentations. 2. Insert and manipulate graphics. 3. Insert interactive content into a presentation. 4. Plan, create and present a presentation slide show. 5. Host a virtual presentation using available tools. 6. Apply basic formats and graphics to a publication. 7. Develop appropriate page layout design based on the type of business publication. 8. Collaboratively create and evaluate specialty promotional documents. 9. Apply effective design elements and design editing to presentations and publications. 10. Demonstrate the effective use of text files when creating presentations and publications. 11. Demonstrate an understanding of the various media files that may be utilized in presentations and publications. 12. Utilize effective and efficient production techniques to create presentations and publications in a timely manner.
MnTC goal areas:	None

Can be taking as a Prerequisite or Corequisite.

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