

## 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:	<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.