OFFICE TECHNOLOGY INFORMATION 1250
Electronic Presentations for Business Professionals
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Design, prepare and present effective business presentations utilizing current electronic presentation software and design techniques. Techniques for assessing a business presentation situation and delivering a successful electronic presentation. Keyboarding skills recommended for successful completion of this course. (3 lecture hours)

Instructor Note: On-campus presentations are required.

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OBJECTIVES
Upon successful completion of the course the student should be able to do the following:

- Develop and research the designated topic manually and electronically
- Prepare reference notations of all research sources
- Organize material and information
- Use up-to-date application software packages for the presentation creation and delivery
- Apply electronic presentation design techniques
- Apply integration techniques with other software applications
- Apply advanced animation and sound techniques
- Export electronic presentation to other media
- Present electronic presentations to an audience
- Assess electronic presentations
**GRADING SCALE**  
Grading is based on a points-earned system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59%</td>
</tr>
</tbody>
</table>

**SATISFACTORY/FAIL OPTION**  
The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

**INCOMPLETE GRADE POLICY**  
If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.