

Miami-Dade Community College
OST2828 - Presentation Software for the Office (PROPOSED)

Catalog Description:

This hands-on, one credit class is designed to provide students with an introductory experience on the use of presentation graphic software for office and business applications. This class covers basic presentation software concepts, features, and functions. Classes are conducted in a laboratory environment where a microcomputer is available for each student. The content of this class will continually change to keep pace with current technology.

1 Credit

Course Competencies:

Competency 1: The student will create a presentation for office and business applications by:

- a. Choosing a presentation method.
- b. Using a design template
- c. Designing a presentation.
- d. Entering text in a slide.
- e. Editing and viewing a presentation.

Competency 2: The student will save and modify a presentation for office and business applications by:

- a. Storing a presentation.
- b. Using icons to slide view, outline view, slide sorter view, note pages view, and slide show.
- c. Formatting borders, fills, fonts, and special effects.
- d. Adding and moving text on a slide.
- e. Formatting text and bullets.

Competency 3: The student will set up and deliver a slide show for office and business applications by:

- a. Printing the slides and note pages.
- b. Opening and closing the presentation.
- c. Finalizing and delivering the show.