

OAD 246: Office Graphics and Presentations

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.

Credits: 3

Transfer Code: Code C

Lab Hours: 0

Lecture Hours: 3

Program: Office Administration

Semester Offered:

Summer