

COURSE NUMBER AND NAME:

TOTAL HOURS/UNITS:

25 HOURS/2.5 UNITS

PREREQUISITES:

None

TEXT AND MATERIALS:

ProQuest e-library

CLASS DESCRIPTION:

This class provides students with the skills needed to deliver successful presentations. Topics covered include understanding the audience, planning a presentation, managing stress, and presenting to an audience.

CLASS OBJECTIVES:

After completing this course, the student will be able to create presentations and present them in front of a group.

CLASS FORMAT OVERVIEW:

Presentation Skills is a lecture class.

METHODS OF INSTRUCTION:

This class is a combination of lecture, group work, practice presentations and written assignments.

CLASS ATTENDANCE:

Since lecture, in-class assignments, and student presentations are the main means of instruction in this class, students are expected to be present every day to participate in class discussion, to participate in team activities, and to communicate with team members and the instructor in a timely, professional manner.

Students are to be absent no more than five days during the module, or they must re-enroll for the class. At all times, it will be up to the student to learn of any work assigned while he or she was absent. In-class assignments are given periodically and may not be made up.

TESTING:

Students will be tested on the skills covered in the class.

LATE TESTING:

A 10 percent penalty will be added to all late tests. It will be the student's responsibility to arrange to make up the test with the instructor.

FINAL GRADE:

The final grade will be the result of all work completed. The final letter grade will be calculated as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

CLASS SCHEDULE:

Assignments will be distributed by the instructor.

ANTICIPATED LEARNING
OUTCOMES:

Upon completing this course, the student will be able to:

1. Define the purpose of a presentation and create the main points using outlining and other techniques.
2. Create a presentation that considers the needs of the audience.
3. Develop an appropriate opening and closing for the presentation.
4. Create visual aids including PowerPoint slides, handouts, props, and flipcharts that will enhance the message of a presentation.
5. Use Microsoft PowerPoint to create effective visuals.
6. Learn how to speak to an audience with good pronunciation, voice tone, rate and volume.
7. Deliver a presentation with good posture and movement.
8. Reduce anxiety before and during a presentation.

Presentation Skills—MN335A

5 Week	6 Week	3 Week	Topics	Assignments	Due Dates
Week 1	Week 1	Week 1			
	Week 2				
Week 2	Week 3	Week 2			
Week 3	Week 4				
Week 4	Week 5	Week 3			
Week 5	Week 6				

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.