

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: AP350 PRESENTATION SOFTWARE

AIM OF MODULE:	To enable students to create and deliver presentations using presentation software.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2010
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1 Presentation Principles		*			20
2 Presentation Application			*		60
3 Presentation Delivery			*		20
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LEARNING OUTCOMES

The student will:

- | | | |
|---|---|--|
| C | 1 | Describe the basic principles and functions of presentation software. |
| A | 2 | Apply the basic principles of presentation software by using a presentation computing application. |
| A | 3 | Demonstrate an ability to deliver a prepared topic to a group using desktop presentation software. |

CONTENT

1 PRESENTATION PRINCIPLES

- Explain the use of different types, (eg non-linear learning, workplace presentations, kiosk displays, browsed by individuals, etc) and functions (eg text, graphics, animation, videos, transitions, etc) of desktop presentation software
- Identify the characteristics of effective presentation software (order of presentation of information, readability, text styles, colour combinations, graphic layout, special effects, content relevant for the target audience, quantity of slides, timing, rehearsals etc)
- Plan and design a presentation

2 PRESENTATION APPLICATION

- By practical exercises, involving the creation of effective presentations, apply features of the presentation software which may include but not limited to:
 - Text
 - Animations
 - Videos
 - Sound
 - Insert pictures
 - Screen transitions
 - Screen effects
 - Navigation controls
 - Speaker notes
 - Print Handouts/notes pages
 - Use templates
 - Change master slides
 - Style and spell check
 - Change backgrounds
 - Apply designs

3 PRESENTATION DELIVERY

- The delivery preparation includes:
 - Rehearsing timings
 - Rehearsing effective presentation techniques
 - The content follows effective communication principles
- The delivery is appropriate to the design and purpose of the presentation.