

<b>12096 P o w e r P o i n t 講座</b> Introduction to 'PowerPoint'			2 年次～ 後期 2 単位
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		関 連 資 格	
サブタイトル	Using Presentation Software in Oral Presentations		
授業内容 ・ ねらい	This class will focus on how to give effective presentations using presentation software such as Microsoft PowerPoint or Keynote for Mac. Both presentation skills and computer skills will be studied and practiced. Final evaluation will be based on the ability to make an effective visual presentation on the computer and the ability to effectively present the material orally in front of an audience.		
授業計画	<div> 1 - Orientation  2 - Basic presentation skills  3 - Basic presentation skills  4 - Presentation 1  5 - Using presentation software  6 - Using presentation software  7 - Presentation 2  8 - Presentation 3 preparation </div> <div> 9 - Presentation 3 preparation  10 - Presentation 3  11 - Final presentation preparation  12 - Final presentation preparation  13 - Final presentation preparation  14 - Final presentation  15 - Final presentation </div>		
教科書 参考書	One USB memory device and a notebook dedicated to this subject are necessary. USBメモリとノート		
評価方法	Final grade will be based on in-class exercises and oral presentations.		
事前準備学習 履 修 条 件 等			