

PRESENTATION SOFTWARE SPECIALIST CERTIFICATE

13 Semester Credit Hours; Curriculum: 0317

This 13-credit hour certificate program prepares students for positions as presentation coordinators and presentation specialists across and within departments. Students acquire strong skills in Information Technology, presentation software and communications planning. Students will be prepared to support presentation needs across functional departments, learn to create speaker support and meeting support materials and communicate succinct information through text, imagery, and layout. Professional certifications are available within industry. Courses, in this certificate, align with the skill sets needed in preparing for the Microsoft Office Specialist (MOS) Expert Certification and Adobe Certified Expert Certification. This Certificate can be completed in one semester if taken in Spring.

Code	Title	Hours
Courses for a Certificate		
CAB 110	Windows Fundamentals	1
CAB 130	Presentation Software Using PowerPoint	2
CAB 160	Desktop Publishing Concepts and Procedures	1
CAB 175	Adobe Illustrator	3
CAB 184	Business Communication Strategies ¹	3
MKT 131	Principles of Marketing	3
or MGT 101	Fundamentals of Supervision	
Total Hours		13

¹ Offered in spring semester only

Presentation Software Specialist Certificate Pathway

The following Pathway is recommended for students pursuing the Presentation Software Specialist Certificate.

First Year		Hours
Fall Semester		
CAB 110	Windows Fundamentals	1
CAB 130	Presentation Software Using PowerPoint	2
CAB 160	Desktop Publishing Concepts and Procedures	1
MGT 101	Fundamentals of Supervision	3
or MKT 131	or Principles of Marketing	
Hours		7
Spring Semester		
CAB 175	Adobe Illustrator	3
CAB 184	Business Communication Strategies ¹	3
Hours		6
Total Hours		13

¹ Offered in spring semester only

Note: Pathway is a recommended sequence of courses. This Certificate can be completed in one semester if taken in spring.

Program Learning Outcomes

1. Apply basic Windows skills necessary to be successful in learning other software applications most commonly used by industry.
2. Analyze requirements and apply presentation software to create industry acceptable presentations.
3. Use object-based drawing applications to create professional, computer-based illustrations.
4. Apply components of desktop publishing including hardware, software, graphics, typography and design.
5. Develop industry preferred strategies for effective communication in business.
6. Master presentation functions that support generally accepted business and departmental practices and procedures.