

# Dakota County Technical College

## SMGT 1630: Presentation Skills

### A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Develop a tool kit of presentation techniques that will serve you well in making both formal and informal presentations. Learn to analyze your audience. Develop an effective introduction, body, and conclusion. Become adept with using audio visuals. Discover the confidence of expressing your ideas to others with conviction, with control, and without fear. Prerequisites: None

**B. COURSE EFFECTIVE DATES:** 04/22/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. adapt to your audience during a presentation
2. analyze the audience
3. arrange room appropriate for the presentation
4. avoid overloading your audience
5. deliver a presentation
6. describe confidence building techniques
7. describe preparation activities
8. determine the purpose of the presentation
9. develop ice breakers
10. develop visual aids
11. discuss logistics
12. effectively use questioning techniques
13. gather facts needed to develop a presentation
14. maintain interest levels
15. manage time effectively

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted