

CIST 2126 : Comprehensive Presentation & Email Techniques

This course provides students with knowledge in PIM (Personal Information Management) and presentation software. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. Personal information manager topics include e-mail, calendar, task manager, contact manager, note taking, a journal and web browsing

Credits 3

Corequisites

COMP 1000