



ITU Centres of Excellence Network for Africa
Digital Bridge Institute (DBI), Abuja, Nigeria
Online Training Course on
Virtual Communications and Infographics
August 9 – 20, 2021

TRAINING COURSE OUTLINE

COURSE DESCRIPTION

Title	Virtual Communications and Infographics
Objectives	Objectives of this course include the following: <ul style="list-style-type: none">• Understand how to structure engaging PowerPoint Presentations• Understand how to create compelling PowerPoint slides that are simple and effective• Understand how to use master slides• Understand how an audience experience presentations
Dates	August 9 – 20, 2021
Duration	2 Weeks
Registration deadline	August 8, 2021
Training fees	100 USD
Course code	21OI26499AFR-E

DESCRIPTION OF THE TRAINING COURSE

This course is designed to teach participants the principles for creating engaging presentations and how to optimize the visual impact of a presentation on the audience.

LEARNING OUTCOMES

It is expected that upon completion of the training session, participants will be able to:

- Develop an engaging PowerPoint presentations
- Identify design tools and presentation add-ons for speedy design
- Create customised PowerPoint themes and templates
- Use charts and graphs effectively

- Use animations and transitions
- Use sound, images and videos in presentations effectively
- Understand how audience experience presentations

TARGET POPULATION

This training is targeted at managers, business professionals, entrepreneurs, executives and anyone who is interested in using MS PowerPoint to make presentations.

TUTORS/INSTRUCTORS

NAME OF TUTOR(S)/INSTRUCTOR(S)	CONTACT DETAILS
Mr. Paul UDOH	Email: pudoh@dbi.edu.ng Tel: +234 805 524 3256

EVALUATION

Evaluation of participants at this course will be based on the following:

- Class Attendance
- Quizzes
- Assignments
- Forum Participation

Only participants who have successfully completed all assessments with a pass mark of 60% shall be awarded the ITU Certificate.

TRAINING COURSE CONTENTS

PowerPoint

- Introduction to Microsoft PowerPoint 2016
- Features of Microsoft PowerPoints
- Creating Presentations using Microsoft PowerPoint
- Microsoft PowerPoint Presentation Tool.
- Creating Simple Presentations
- Working with Slides and Slide features
- Using Presentation enhancement features
- Using Illustrations in Presentation
- Using Presentation enhancement features
- Working with Charts
- Using animations and transitions in presentation
- Creating enhanced presentations
- Preparing for effective Presentations
- Audience Analysis for effective Presentation
- Creating Presentation that matches the audience
- Understanding Visuals
- Types of Visuals Aids
- Advantages of Visual
- Visualizing Data in Microsoft PowerPoint

Infographics

- Introduction to Infographics
- Types of Infographics
- Why you need infographics
- Using infographics in Presentations
- How humans learn
- Sourcing for Information for Infographics
- Including Infographics in Presentations
- Infographics and data visualization
- Using dynamic Infographics
- Infographics creation tips.
- Working with Infographics templates
- Presenting with Infographics
- 5 Ps of Presenting with Infographics
- Gaining attention with Infographics
- Leaving an impression.
- Project Based Exercise
- Enhancing Infographics
- Applying Multimedia
- Creating Videos and narrations in presentations.

METHODOLOGY

Course Materials: The relevant course material will be made available on the ITU Academy portal at the beginning of the course.

Online Discussion Forums: Participants are expected to participate actively in discussion forums on selected topics throughout the week.

Chat Sessions: Online chat sessions with the tutors will take place on Thursdays of each week. All participants are expected to join the chat sessions as they will be graded.

Quizzes: Two mandatory online quiz will be held at the end of each week.

Assignment: There will be a mandatory assignment for the course.

TRAINING COURSE SCHEDULE

Day	Topic	Exercises and Interactions
Week 1	Microsoft PowerPoint <ul style="list-style-type: none">• Introduction to Microsoft PowerPoint 2016• Features of Microsoft PowerPoints• Creating Presentations using Microsoft PowerPoint• Microsoft PowerPoint Presentation Tool.• Creating Simple Presentations• Working with Slides and Slide features• Using Presentation enhancement features• Using Illustrations in Presentation• Using Presentation enhancement features	<ul style="list-style-type: none">• Read week 1 material• Participate in online class• Submit week 1 assignment• Take week 1 quiz• Participate in Forum discussion for week 1

	<ul style="list-style-type: none"> • Working with Charts • Using animations and transitions in presentation • Creating enhanced presentations • Preparing for effective Presentations • Audience Analysis for effective Presentation • Creating Presentation that matches the audience • Understanding Visuals • Types of Visuals Aids • Advantages of Visual • Visualizing Data in Microsoft PowerPoint 	
Week 2	<p>Infographics</p> <ul style="list-style-type: none"> • Introduction to Infographics • Types of Infographics • Why you need infographics • Using infographics in Presentations • How humans learn • Sourcing for Information for Infographics • Including Infographics in Presentations • Infographics and data visualization • Using dynamic Infographics • Infographics creation tips. • Working with Infographics templates • Presenting with Infographics • 5 Ps of Presenting with Infographics • Gaining attention with Infographics • Leaving an impression. • Project Based Exercise • Enhancing Infographics • Applying Multimedia • Creating Videos and narrations in presentations. 	<ul style="list-style-type: none"> • Read week 2 material • Participate in online class • Submit week 2 assignment • Take week 2 quiz • Participate in Forum discussion for week 2

TRAINING COORDINATION

<p>Course Coordinator: Name : Mr. Paulinus O. UGWOKE Head, Research, Education and Training Department Digital Bridge Institute, Abuja, NIGERIA Tel. No: +234 803 360 7540 Email address : pougwoke@dbi.edu.ng</p>	<p>ITU Coordinator: Name : Mr. Emmanuel NIYIKORA Programme Officer, ITU Area Office for West Africa, DAKAR Tel : +250 788312939 Email address: emmanuel.niyikora@itu.int</p>
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REGISTRATION AND PAYMENT

ITU Academy portal account

Registration and payment should be made online at the ITU Academy portal.

To be able to register for the course you MUST first create an account in the ITU Academy portal at the following address: <https://academy.itu.int/index.php/user/register>

Course registration

When you have an existing account or created a new account, you can register for the course online at the following link: <https://academy.itu.int/training-courses/full-catalogue/virtual-communication-and-infographics>

You can also register by finding your desired course in our training catalogue <https://academy.itu.int/index.php/training-courses/full-catalogue>

Payment

1. On-line Payment

A training fee of USD 100 per participant is applied for this training. Payment should be made via the online system using the link mentioned above for training registration at: <https://academy.itu.int/training-courses/full-catalogue/virtual-communication-and-infographics>

2. Payment by Bank Transfer

Where it is not possible to make payment via the online system, select the option for offline payment to generate an invoice. Use the invoice to make a bank transfer to the ITU Bank account shown below. Then send the proof of payment and the copy of invoice to Hcbmail@itu.int and copy the course coordinator. **All bank transaction fees must be borne by the payer.**

Failure to submit the above documents may result in the applicant not being registered for the training.

3. Group Payment

Should you wish to pay for more than one participant using bank transfer and need one invoice for all of them, create an account as **Institutional Contact**. **Institutional Contacts** are users that represent an organization. Any student can request to be an institutional contact or to belong to any existing organization.

To do this, head to your profile page by clicking on the “**My account**” button in the user menu. At the bottom of this page you should see two buttons:

- a. If you want to **become an institutional contact**, click on the “**Apply to be an Institutional Contact**” button. This will redirect you to a small form that will ask for the organization name. After you fill the name of the organization you want to represent, click on “**continue**” and a request will be created. An ITU Academy manager will manually review this request and accept or deny it accordingly.
- b. If you want to **belong to an existing organization**, click on the “**Request to belong to an Institutional Contact**” button. This will redirect you to a small form that will ask you to select the organization you want to join from an organization list. After you select the correct organization, click on “**continue**”, a request will then be created. The Institutional Contact that represents that organization will manually accept or deny your request to join the organization.

ITU BANK ACCOUNT DETAILS:

Name and Address of Bank:	UBS Switzerland AG Case postal 2600 CH 1211 Geneva 2 Switzerland
Beneficiary:	Union Internationale des Télécommunications
Account number:	240-C8108252.2 (USD)
Swift:	UBSWCHZH80A
IBAN	CH54 0024 0240 C810 8252 2
Amount:	USD 100
Payment Reference:	CoE-AFR 26499 - P.40590.1.02

4. Other method of payment

If due to national regulations, there are restrictions that do not allow for payment to be made using options 1 & 2 above, please contact the ITU Coordinator for further assistance.