YukonCollege

COURSE OUTLINE

BUS 173 – Power Point

21 HOURS

1.5 CREDITS

PREPARED BY: Brad Beaumont   DATE: May 22, 2014
                    Instructor

APPROVED BY: DATE: Jan. 14, 2015
                Margaret Dumkee, Dean

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Course Outline prepared by Brad Beaumont, May 22 2014.

Yukon College
P.O. Box 2799
Whitehorse, YT
Y1A 5K4

Bus 173 - Microcomputer Applications Power Point 2010

INSTRUCTOR: Brad Beaumont   **OFFICE HOURS:**

OFFICE LOCATION: Faro Campus   **CLASSROOM: Distance learning**
https://yukon.adobeconnect.com/beaumont/

E-MAIL: bbeaumont@yukoncollege.yk.ca   **TIME: Distance Learning**

TELEPHONE: 867-994-8800   **DATES: Jan.. 5 2015 – Apr. 24 2015**

COURSE DESCRIPTION

In this course, the Microsoft PowerPoint software package will be used to introduce the concepts of creating effective presentations. Students will learn the fundamentals of creating, enhancing, and delivering a presentation.

PREREQUISITES
Students are required to have:
- a working ability with Windows
- good keyboarding and mouse skills
- grammar and spelling skills

EQUIVALENCY OR TRANSFERABILITY

No course transfers exist for this course.

LEARNING OUTCOMES

After completing the course, students will be able to use Microsoft PowerPoint to

Plan, create, edit, and deliver presentations.
Select and apply appropriate software tools to enhance and improve clarity of presentation content, including pictures, shapes, and WordArt.
Critique presentations for correctness of content and format, professional appearance, creativity, and continuity.
Create handouts and speaker notes to accompany presentations.
Publish a presentation online.

DELIVERY METHODS

The course is offered in a self-study format with several additional aids, including a course Internet website, online tutorials and scheduled telephone tutorial office hours for students with questions about the course material. Videoconferencing may be available in select communities.

Students should be prepared to put in approximately 6-12 hours to complete each chapter in the text and to work on assignments and polish their skills. Students living in the Whitehorse area can schedule writing the exam by phoning Distributed Learning at 668-8851. Students outside the Whitehorse area can contact their local community campus to schedule the exam.

COURSE FORMAT

Course Length:	21 hours	**Credits:**	1.5

Course Website: www.cengage.com/ct/studentdownload.
http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_is
bn_issn=9781439078938&token=00E253075EDD760B91
68284E7599C6C2C91009B014A673EBDCB8D03425255
793B40F48BE148EBE1D1756D3BC7398F11B18467B68
9D58AB0F

Last date to withdraw without academic penalty: Friday. March. 11 2015

COURSE REQUIREMENTS

Students are required to have:
- a working ability with Windows
- good keyboarding and mouse skills
- grammar and spelling skills

ASSESSMENTS
Evaluation for the course will be based as follows:

Assignments
Assignment Descriptions:

Learn It Online (LIO): Learn It Online is a series of online exercises that test students' knowledge of chapter content and key terms.

Apply Your Knowledge (AYK): Apply Your Knowledge is an assignment that helps students reinforce their skills and apply the concepts learned in a chapter.

Extend Your Knowledge (EYK): Extend Your Knowledge is an assignment that challenges students to extend the skills learned in a chapter and to experiment with new skills. Students may need to use Help to complete the assignment.

Make It Right (MIR): Make It Right is an assignment that asks students to analyze a document and correct all errors and/or improve the document's design.

Cases and Places (CP): Cases and Places is a series of assignments in which students apply creative thinking and problem-solving skills to design and implement solutions.

In the Lab (Lab): In the Lab is a series of assignments that ask students to design and/or format a document using the guidelines, concepts, and skills presented in a chapter. The labs are listed in order of increasing difficulty.

Week		Assignment
1	Office 2010 and Windows 7: Essential Concepts and Skills	
		LIO
2	Chapter 1	
		EYK, AYK, MIR
3	Chapter 2	
		Cases and Places
4	Chapter 3	
		AYK, MIR, EYK
5	Chapter 4	
		LIO
6	Chapter 5	
		EYK, AYK, MIR
7	Chapter 6	
		Cases and Places
8	Chapter 7	
		AYK, MIR, EYK
9	Final Exam on or before Apr. 20th 2015	

The assignments will require students to use the tools and techniques learned in the course and will provide practical experience.

Final Exam

A final exam covering all aspects of the course will need to be scheduled no later than **Apr. 20 2015**. The final exam will test concepts covered during the entire course and will require students to use many of the tools and techniques in a practical manner. The final exam will be three hours in length.

	Component	Weight
Evaluation	Assignments	55%
	Final Exam	45%
	Total	**100%**

Attendance
As stated in the Academic Regulations.

REQUIRED TEXTBOOKS AND MATERIALS
Microsoft® PowerPoint® 2010: Complete, 1st Edition
Gary B. Shelly, Susan L. Sebok
ISBN-10: 1439078939
ISBN-13: 9781439078938
© 2011.

Course Website: http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781439078938&token=00E253075EDD760B91 68284E7599C6C2C91009B014A673EBDCB8D03425255 793B40F48BE148EBE1D1756D3BC7398F11B18467B68 9D58AB0F .

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

REQUIRED TEXTBOOKS OR MATERIALS
Microsoft® PowerPoint® 2010: Complete, 1st Edition
Gary B. Shelly, Susan L. Sebok
ISBN-10: 1439078939
ISBN-13: 9781439078938
© 2011

http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781439078938&token=00E253075EDD760B9168284E7599C6C2C91009B014A673EBDCB8D03425255793B40F48BE148EBE1D1756D3BC7398F11B18467B689D58AB0F

TOPIC OUTLINE

Creating and Editing a Basic Presentation
Enhancing a Presentation with Pictures and Shapes
Reusing a Presentation and Adding Multimedia
Working with Information Graphics
Delivering and Collaborating on Presentations
Adding Emphasis with Text Boxes
Creating a Self-Running Presentation Containing Animation