

APPLIED SCIENCE AND MANAGEMENT DIVISION
School of Business, Management, and Hospitality
Winter Semester, 2016



COURSE OUTLINE

MICR110

POWERPOINT

24.33 HOURS

1.5 CREDITS

PREPARED BY: Alissa Hosein-Jacob

DATE: January 11, 2016

APPROVED BY: Margaret Dumkee

DATE: January 11, 2016

APPROVED BY ACADEMIC COUNCIL

RENEWED BY ACADEMIC COUNCIL



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APPLIED SCIENCE AND MANAGEMENT DIVISION
Computer Literacy
1.5 Credit Course
Winter Semester, 2016

MICR110: POWERPOINT 2013

INSTRUCTOR: Alissa Hosein-Jacob

OFFICE HOURS: By appointment

OFFICE LOCATION: A2410

CLASSROOM: A2408

E-MAIL: ajacob@yukoncollege.yk.ca

TIME: W, F: 1:00 p.m. to 2:30 p.m.

TELEPHONE: 668-8777

DATES: Mar 16, 2016 to Apr 18, 2016

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.

MICR110 is a 24.33-hour course. In addition, students are expected to spend additional lab time practising the functions and working on reinforcement exercises and assignments in order to master the required skills.

PREREQUISITES

None

LEARNING OUTCOMES

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

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

COURSE FORMAT:

The format of the course will include lectures, demonstrations, and individual work. All sessions will take place in the lab.

There are 17 hours of scheduled class time, with the remaining 7.33 hours allocated to the daily 3:00 p.m. to 4:00 p.m. self-directed study period.

Graded assignments will be provided by your instructor. Students will also be responsible for developing and delivering a presentation. In addition to this work, there will be one final examination.

ASSESSMENTS

Assignments

Each assignment must be presented in a professional manner, with pages in the correct order, in a separate file folder with the student's name clearly printed on the folder tab. All assignments must be handed in ***before the beginning of class*** on the day requested unless previous arrangements have been made ***in writing*** with the instructor. In addition to a printed version, all assignments will also be submitted electronically through yukoncollege.me (Moodle) before the specified due date.

Late assignments must be e-mailed and have a subject line of **"MICR110, Assignment Description"**. The description to use for any given assignment may be found in the Syllabus. Append ", B" or ", C" and so on for revised submissions. *Marks will be deducted for improperly handed-in work or presented work.*

Late assignments will lose 10% per day penalty for each of the first three days. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

Your name
Course name
Reason for late (doctor's note if applicable)
Original due date
Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

Marking Scheme for Assignments

5 marks will be deducted for all major errors on assignments and the final exam, including

- typing errors
- spelling errors
- not following instructions
- formula errors
 - incomplete printouts

2-3 marks will be deducted for all minor errors

Final Exam

The final exam must be written and completed within the scheduled class time. Reference materials may be used during the exam.

If you are unable to write the final exam because of illness, you must provide a doctor's note to be allowed to write at another time. The final exam must be written within one week of your return.

EVALUATION

Assignment 1	15%
Assignment 2	15%
Presentation	30%
Final Exam	40%
Total	100%

In order to pass this course, students must obtain an overall mark of 60% or higher.

GRADES ON TRANSCRIPT

For transcript purposes, percentage marks are converted into letter grades according to the following system:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = under 60% (Fail)

REQUIRED TEXTBOOKS AND MATERIALS

1. Sebok. (2014). *Microsoft PowerPoint 2013: Introductory*. Cengage Learning.
2. Paper, pens, pencils, file folders, looseleaf paper, binder
3. A flash drive

FINAL POINT FOR WITHDRAWAL

A student may formally withdraw from the course on or before **Friday, April 1, 2016**. After that date, failure to complete the course will result in an “F” on your transcript.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar’s Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca/downloads/Yukon_College_Academic_Regulations_and_Procedures_-_August_2013_final_v1.pdf

Attendance & Participation

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class(es) will put a student at a disadvantage. *If you do miss a class*, please let the instructor know (in advance, if possible), and the instructor can then tell you how to make up for the missed class(es). Upon returning to class, students are responsible for checking with the instructor to get work or handouts missed during their absence(s).

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.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

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.

TOPIC OUTLINE

Day of Week	Date	Chapter	Due Dates
Wednesday	March 16	Chapter 1	
Friday	March 18	Chapter 1	
Wednesday	March 23	Chapter 2	Assignment 1
Wednesday	March 30	Chapter 2	
Friday	April 1	Chapter 3	Assignment 2
Wednesday	April 6	Chapter 3	
Friday	April 8	Web Feature, Presentation Work	
Wednesday	April 13	Presentations	Presentation (due on April 12 by the end of the day)
Friday	April 15	Presentations	
Monday	April 18	Final Exam	

PRACTICE ASSIGNMENTS

Chapter 1	Chapter 2	Chapter 3
<ul style="list-style-type: none"> Apply Your Knowledge 1 (p. 57) In the Labs: Lab 1 (p. 61) 	<ul style="list-style-type: none"> Apply Your Knowledge 1 (p. 127) In the Labs: Lab 1 (p. 135) 	<ul style="list-style-type: none"> Apply Your Knowledge 1 (p. 193)

ASSIGNMENTS (see Schedule for due dates)

Chapter 1	Chapter 2	Chapter 3
<ul style="list-style-type: none"> Consider This: Your Turn 1 (p. 69) 	<ul style="list-style-type: none"> Consider This: Your Turn 1 (p. 143) 	<ul style="list-style-type: none"> Presentation