



COURSE OUTLINE
BUS 173 – Power Point

21 HOURS
1.5 CREDITS

PREPARED BY: _____ DATE: ____ Dec 18 2015__
, Instructor: Brad Beaumont

APPROVED BY: _____ DATE: _____
Dean of Applied Science and Management
Margaret Dumkee,

YUKON COLLEGE
Copyright Month, Year

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Course Outline prepared by Brad Beaumont, Dec 18 2015.

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

Bus 173 - Microcomputer Applications Power Point 2013

INSTRUCTOR: Brad Beaumont

OFFICE HOURS:

OFFICE LOCATION: Faro Campus

CLASSROOM: Distance learning

<https://www.fuzemeeting.com/fuze/b070e0c0/30363314>

E-MAIL: bbeaumont@yukoncollege.yk.ca

TIME: Distance Learning

TELEPHONE: 867-994-8800

DATES: January 4 - April 15 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.

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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.

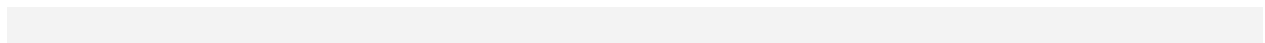
Students should be prepared to put in approximately 6-12 hours to complete each chapter in the text and to work on assignments and polish their skills. Students living in the Whitehorse area can schedule writing the exam by phoning Distributed Learning at 668-8851. Students outside the Whitehorse area 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.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285167848&token=

Last date to withdraw without academic penalty: Friday March 11 2016



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	
		AYK, MIR, EYK
2	Chapter 1	
	Suggested due date	EYK, AYK, MIR
3	Chapter 2	
	Suggested due date	AYK, MIR, EYK
4	Chapter 3	
	Suggested due date	AYK, MIR, EYK
5	Chapter 4	
	Suggested due date	AYK, MIR, EYK
6	Chapter 5	
	Suggested due date	EYK, AYK, MIR
7	Chapter 6	
	Suggested due date	AYK, MIR, EYK
8	Chapter 7	
	Suggested due date	AYK, MIR, EYK
9	Chapter 8	
	Suggested due date	AYK, MIR, EYK
10	Chapter 9	

	Suggested due date	AYK, MIR, EYK
11	Chapter 10	
	Suggested due date	AYK, MIR, EYK
12	Chapter 11	
	Suggested due date	AYK, MIR, EYK
9	Final Exam on or before April 15 2016	

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 **April 15 2016**. 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.

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

Attendance

As stated in the Academic Regulations.

REQUIRED TEXTBOOKS AND MATERIALS

Microsoft® PowerPoint® 2013: Comprehensive, 1st Edition

Susan L. Sebok

ISBN-10: 1-285-16784-8

ISBN-13: 978-1-285-16784-8

Course Website: http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285167848&token=

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

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TOPIC OUTLINE