

**COURSE OUTLINE**

**MICR110**

**POWERPOINT 2016**

1.5 **CREDITS**

PREPARED BY: Alissa Hosein-Jacob, Instructor DATE: December 4, 2019

APPROVED BY: Stephen Mooney, Interim Dean DATE: December 19, 2019

APPROVED BY ACADEMIC COUNCIL: Click or tap to enter a date

RENEWED BY ACADEMIC COUNCIL: Click or tap to enter a date





This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit http://creativecommons.org/licenses/by-nc-sa/4.0/.

Version 1.2 revised and approved by Academic Council: April 17, 2019

Academic Council, Governance Office

Academic Council MyYC: Policies, Procedures and Forms

 **POWERPOINT 2016**

**INSTRUCTOR: Alissa Hosein-Jacob OFFICE HOURS: M: 9:30-10:30 a.m.**

**OFFICE LOCATION: A2410 (Ayamdigut) CLASSROOM: A2408**

**E-MAIL:** **ajacob@yukoncollege.yk.ca** **TIME: W, F 1-2:30 p.m.**

**TELEPHONE: 668-8777 DATES: January 8 – February 7, 2020**

**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**

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:**

**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).

**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 nameCourse nameReason for late (doctor’s note if applicable)Original due dateDate submittedIf 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

**Tests**

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.**

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 MATERIAL**

1. Shelly Cashman Series ® Microsoft® Office 365 & PowerPoint 2016 Introductory, 1st Edition (Sebok)
2. Paper, pens, pencils, file folders, looseleaf paper, binder
3. A flash drive

**ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

**PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work 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](http://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): lac@yukoncollege.yk.ca.

**TOPIC OUTLINE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day of Week** | **Date** | **Chapter** | **Due Dates** |
| Wednesday | January 8 | Module 1 |  |
| Friday | January 10 | Module 1 |  |
| Wednesday | January 15 | Module 2 | Assignment 1 |
| Friday | January 17 | Module 2 |  |
| Wednesday | January 22 | Module 3 | Assignment 2 |
| Wednesday | January 29 | Module 3 |  |
| Friday | January 31 | Web Feature, Presentation Work |  |
| Wednesday | February 5 | Presentations | Presentation (upload due on February 7 **at noon**) |
| Friday | February 7 | Presentations |  |
| Wednesday | February 12 | **Final Exam** |  |