

OA220A – Presentations and Microsoft PowerPoint

3 Credits, 16 weeks, 3 hours per week

Students will develop and present effective presentations. Emphasis will be placed on refined communication and presentation skills. Students will also learn to use the PowerPoint program to develop various displays for overhead transparencies and slides. Templates, builds, and transitions will be applied to slides to produce screen shows.

Prerequisites: OA122 and OA146 or equivalent

Instructor

Pam Wenaus
Office location - S111E
Phone - 780-791-8956
pam.wenaus@keyano.ca

Office Hours

Wednesday 11:00 a.m. – 12:50 p.m.
Thursday 1:00 p.m. – 2:50 p.m.
Friday 10:00 a.m. – 10:50 a.m.

Hours of Instruction

Monday 1:00 p.m. – 3:50 p.m.
Lab location - S205

Required Resources

1. Microsoft PowerPoint 2010 Comprehensive, Shelly Cashman series, Shelly/Sebok, ISBN 978-1-4390-7903-4
2. Effective Business Presentations, Neteffect series, Judy Jones Tisdale, ISBN 0-13-097735-7

Other supplies:
USB device

Course Outcomes

The student will be able to:

1. Design presentations and supporting materials considering various audiences, purposes, resources, facilities, and environments.
2. Research and organize information and plan presentations.
3. Demonstrate knowledge of Microsoft PowerPoint terminology.
4. Design effective visual aids in Microsoft PowerPoint.
5. Edit and format presentations.

6. Enhance presentations by
 - a. using and editing Clip Art, Pictures, Shapes, Word Art
 - b. adding media
 - c. adding and editing Information Graphics such as SmartArt, Chart and Tables
 - d. adding Animation effects to objects and slides
 - e. using Hyperlinks and Action buttons
 - f. changing slide layouts, customizing slide master, and creating custom slide backgrounds.
7. Deliver effective oral presentations, incorporating visual aids.
8. Evaluate and critique presentations.
9. Accept feedback and incorporate suggestions in improving presentations.
10. Troubleshoot software related problems.
11. Follow instructions to produce required output within a given time period.

Evaluation

PowerPoint Quizzes	16%
PowerPoint Assignments	35%
Discussions	9%
Individual and Final Presentations	25%
Final Exam.....	15%
TOTAL.....	100%

A grade of C- is required for progression.

Office Administration Grading System

The minimum standard for passing this course is a grade of C- (60%).

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 98.9
	A	4.0	95 - 98.9
	A-	3.7	90 - 94.9
Good	B+	3.3	85 - 89.9
	B	3.0	80 - 84.9
	B-	2.7	75 - 79.9
Satisfactory	C+	2.3	70 - 74.9
	C	2.0	65 - 69.9
Progression	C-	1.7	60 - 64.9
Poor	D+	1.3	55 - 59.9
Min Pass	D	1.0	50 - 54.9
Failure	F	0.0	< 50

Performance Requirements

1. Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course. Please refer to page 32 of the Credit Calendar.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

2. Academic Misconduct (page 32 of the Credit Calendar)

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

3. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Performance Requirements

Assignments are to be submitted to the instructor at the beginning of the class on the scheduled assignment due date. Students who miss classes are responsible for course content for that class.

Please Note:

This course outline may be modified to facilitate unforeseen time constraints. Date and time allotted to each topic is subject to change.

Authorization

This course outline has been reviewed and approved by the Program Chairperson.

Pam Wenaus, Instructor

Gina Langager, Chairperson

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office