

Business Department/Office Administration Diploma

Fall, 2013

OA220 – 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

Monday	3:00 p.m. – 3:50 p.m.
Wednesday	2:00 p.m. – 2:50 p.m.
Thursday	11:00 a.m. – 11:50 a.m.
Friday	12:00 noon – 1:50 p.m.

Hours of Instruction

Thursday 12:00 noon – 2:50 p.m.
Lab location – S105

Required Resources

Microsoft PowerPoint 2010 Comprehensive, Shelly Cashman series, Shelly/Sebok, ISBN 978-1-4390-7903-4

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)

Due Dates

Late assignments will be penalized 10% per day. No late assignments will be accepted once the instructor has marked and returned the assignment in question (unless there are extenuating circumstances such as illness or death in the family).

Assignments

All assignments must be submitted in hard copy and retained in electronic format in students' files. I highly recommend that students purchase a flash drive in order to store course assignments in easily accessible format. Participation on Moodle is a required component of the course. Please pay careful attention to the information on Academic Misconduct and Discipline for behaviour such as cheating and plagiarism. The penalty for such behaviour is a zero on the assignment and no opportunity to resubmit the assignment.

Teaching and Learning Methodologies

A wide variety of teaching and learning methodologies are used to appeal to a broad range of learning styles such as Visual, Auditory, Read/Write, Kinesthetic/Tactile, and Multimodal learners. Lectures, PowerPoints, videos, research and writing projects, team activities, student presentations, social media explorations, career fairs, and field trips may all be used in the class.

Important Dates to Remember

Sept 2	College Closed (Labour Day)
Sept 3	Orientation Day
Sept 4	Fall Semester begins
Sept 10	Last day to add for academic programs; Fall semester fees due
Sept 11	Fall late fee applied
Sept 17	Last day to drop for academic programs; Last day to waive Health and Dental
Sept 20	Fall Awards application deadline
Sept 27	Deadline to Apply for Cooperative Education
Oct 11	Last day to withdraw with a 50% refund
Oct 14	College Closed (Thanksgiving Day)
Oct 25	Last day to withdraw without academic penalty
Oct 30	Last day to withdraw from Cooperative Education
Nov 11	No Classes (Remembrance Day)
Dec 3	Fall Awards Celebration
Dec 6	Last day of classes for academics
Dec 9-18	Final Exam period for academics
Dec 20	Final Grades submitted for fall semester
Dec 25-31	College Closed (Christmas Break)
Jan 1	College Closed (New Year's Day)
Jan 6	Winter Semester begins for academic programs

Proposed Schedule

Class Schedule: See the class schedule, topics, and readings as attached.

Please Note:

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

Tentative Course Schedule

		ASSIGNMENTS
<i>Week 1 - Sept 2 - 6</i>	TOPICS: Creating and Editing a Presentation with Clip Art READINGS: Chapter 1, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz
<i>Week 2 - Sept 9 - 13</i>	TOPICS: Formal Presentation Training; Audience Analysis READINGS: Chapters 1 & 2, Effective Business Presentations Handout ; Assigned Moodle Readings	Discussions Individual Ongoing Presentation
<i>Week 3 - Sept 16 - 20</i>	TOPICS: Enhancing a Presentation with Pictures, Shapes, and WordArt READINGS: Chapter 2, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz
<i>Week 4 - Sept 23 - 27</i>	TOPICS: Developing an Effective Message; Delivering with Impact READINGS: Chapter 3 & 4, Effective Business Presentations Handout ; Assigned Moodle Readings	Discussions Individual Ongoing Presentation
<i>Week 5 - Sept 30 - Oct 4</i>	TOPICS: Reusing a Presentation and Adding Media READINGS: Chapter 3, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz
<i>Week 6 - Oct 7 - 11</i>	TOPICS: Using Other Visuals; Overcoming Presentation Anxieties READINGS: Chapters 6 & 7, Effective Business Presentations Handout ; Assigned Moodle Readings	Discussions Individual Ongoing Presentation
<i>Week 7 - Oct 14 - 18</i>	TOPICS: Working with Information Graphics READINGS: Chapter 4, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz
<i>Week 8 - Oct 21 - 25</i>	TOPICS: Handling Q & A; Presenting as a Team READINGS: Chapters 8 & 9, Effective Business Presentations Handout ; Assigned Moodle Readings	Discussions Individual Ongoing Presentation
<i>Week 9 - Oct 28 - Nov 1</i>	TOPICS: Navigating Presentations Using Hyperlinks and Action Buttons READINGS: Chapter 6, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz Final Project - Part 1
<i>Week 10 - Nov 4 - 8</i>	TOPICS: Creating a Self-Running Presentation Containing Animation READINGS: Chapter 7, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz Final Project - Part 2
<i>Week 11 - Nov 11 - 15</i>	TOPICS: Customizing a Template and Handouts Using Masters READINGS: Chapter 8, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz Final Project - Part 3
<i>Week 12 - Nov 18 - 22</i>	TOPICS: Modifying a Presentation Using Graphical Elements READINGS: Chapter 9, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz Final Project - Part 4
<i>Week 13 - Nov 25 - 29</i>	TOPICS: Developing a Presentation with Content from Outside Sources READINGS: Chapter 10, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Chapter Assignment Chapter Quiz Final Project - Part 5
<i>Week 14 - Dec 2 - 6</i>	TOPICS: Organizing Slides and Creating a Photo Album READINGS: Chapter 11, Microsoft POWERPOINT 2010 Comprehensive ; Assigned Moodle Readings	Chapter Tutorial Theory Quiz Final Project Complete
<i>Week 15 - Dec 9 - 13</i>	FINAL EXAMINATION PERIOD	

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