OA 220A

Business Department/Office Administration Diploma

Fall, 2014

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

Gerri Rondot
Office Location - S113C
Phone - 780-791-4978
Gerri.Rondot@keyano.ca

Office Hours

Monday 5:00 pm – 6:20 pm
Tuesday 9:00 am – 9:50 am, 5:00 pm – 6:20 pm
Thursday 10:00 am – 10:50 am

Hours of Instruction

Monday's 2:00 pm – 4:50 pm
Lab Location 267

Required Resources

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

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 for improving presentations.

Evaluation

Attendance & In-Class Presentations 25%
PowerPoint Assignments 35%
Group Final Presentation 40%
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
	A+	4.0	> 98.9
Excellent	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
	B+	3.3	85 – 89.9
Good	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
	C+	2.3	70 – 74.9
Satisfactory	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)

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.

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 Chair.

Gerri Rondot, Instructor

Gina Langager, Chairperson Date Authorized

Guy Harmer, Dean Date Authorized

Signed copies to be delivered to:
Instructor
Registrar's Office