



MS PowerPoint 1 – OFAD 183 Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE: June 2007
OUTLINE EFFECTIVE DATE: May 2018
COURSE OUTLINE REVIEW DATE: January 2023

GENERAL COURSE DESCRIPTION:

This course introduces the use of MS PowerPoint software to create presentation media to accompany verbal presentations. The student applies features of slide transition, animation, various views, and design templates.

Program Information: This course is required for the Office Administration Administrative Assistant Specialty Certificate.

Delivery: This course is delivered online.

College of the Rockies Credits: 1.5

Hours for this course: 45 hours to be completed over 3 weeks

Typical Structure of Instructional Hours:

| Instructional Activity | Duration |
|------------------------------------|----------|
| Lecture Hours | |
| Seminars / Tutorials | |
| Laboratory / Studio Hours | |
| Practicum / Field Experience Hours | |
| Vocational Contact Hours | 45 |
| Total | 45 |

Practicum Hours (if applicable):

| Type of Practicum | Duration |
|------------------------|----------|
| On-the-job Experience | N/A |
| Formal Work Experience | N/A |
| Other | N/A |
| Total | |

Course Outline Author or Contact:

Bonnie New, Instructor Diploma

Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

E-mail: jbrown3@cotr.bc.ca

Dean of Trades and Technology

Dr. Jack Moes

E-mail: jmoes@cotr.bc.ca

Department Head Signature

Dean Signature

EDCO

Valid from: May 2018 – January 2023

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: OFAD 158
OFAD 155 or current typing speed of 25 gwam.

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, or Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

Shelly Cashman Series: S. Sebock (2017). *Microsoft Office 365, PowerPoint 2016: Introductory*. Boston, MA: Cengage Learning.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- create a presentation using a design template and a text slide layout;
 - create a slide show using the outline tab and clip art;
 - enhance a slide show using visuals;
 - complete work in a timely manner and on schedule; and
 - take responsibility for attendance, absenteeism, and punctuality.
-

COURSE TOPICS:

- Creating and Editing a Presentation
- Enhancing a Presentation with Illustrations and Shapes
- Adding Media and Animation

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

| Assignments | % Of Total Grade |
|------------------------------|------------------|
| Chapter Theory and Practical | 75% |
| Final Exam | 25% |
| Total | 100% |

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

| Grade | A+ | A | A- | B+ | B | B- | C+ | C | F |
|-------------------|------|-------|-------|-------|-------|-------|-------|-------|------|
| Mark (Percent) | ≥ 98 | 97-94 | 93-90 | 89-86 | 85-82 | 81-79 | 78-75 | 74-70 | < 70 |

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating, and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.