



School of Business & Leadership

MICR 110

PowerPoint 2016

Term: Winter 2022 (2021-02)

Number of Credits:1.5

Course Outline

INSTRUCTOR: Alissa Hosein-Jacob

OFFICE LOCATION: A2410 (Ayamdigut)

E-MAIL: ajacob@yukonu.ca

TELEPHONE: 867.668.8777

OFFICE HOURS: M, W: 10:30-11:30 am

CLASSROOM: N/A (Online via Zoom)

TIME: M, W: 9:30-10:30 am (Optional)

DATES: January 5 – February 8, 2022

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.

COURSE REQUIREMENTS

Prerequisite(s): None

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

Upon successful completion of 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

Weekly breakdown of instructional hours

MICR110 is a 1.5 credit course. Course content is presented in weekly tutorials. Students are expected to review course materials as well as spend additional time practising the functions and working on reinforcement exercises and assignments in order to master the required skills.

Delivery format

Students will access and complete coursework online. Students do NOT need to connect at specific times, but coursework must be completed on a set schedule. It is recommended students access the course Moodle site frequently throughout the week.

Topics will be covered through online books found on the course website at <http://moodle.yukonu.ca>. The instructor will aim to keep the course material interactive and varied. In order to cater to a variety of learners, modules using video, print visuals, and audio will be employed. In addition, optional weekly class meetings, via video conferencing technology (Zoom), will be available to students.

Email and frequent internet access are an important part of this course. The instructor will communicate through the assigned Yukon University email addresses and the moodle.yukonu.ca course website. The use of the moodle.yukonu.ca course website is mandatory.

Graded assignments will be assigned from the text. Students will also be responsible for developing and delivering a presentation. In addition to this, there will be one final examination.

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)

Assignments

This course includes 3 assignments. Each assignment must be submitted electronically, in the appropriate assignment drop box on the Moodle course page, on or before **midnight on Sunday of the week assigned**, unless previous arrangements have been made **in writing** with the instructor.

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 name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If 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

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.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates. The Winter 2022 withdrawal date is: Friday, January 28th.

TEXTBOOKS & LEARNING MATERIALS

- Shelly Cashman Series[®] Microsoft[®] Office 365 & PowerPoint 2016 Introductory, 1st Edition (Sebok)

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Week	Date	Module	Due Dates (all assignments due by midnight Sunday of the week assigned)
Week 1	January 5	Getting Started	
Week 2	January 10	Module 1	Assignment 1
Week 3	January 17	Module 2	Assignment 2
Week 4	January 24	Module 3	
Week 5	January 31	Presentations	Assignment 3
Week 6	February 7	Final Exam (February 9)	