



## COURSE OUTLINE

**MICR110AZ  
POWERPOINT 2016**

**1.5 CREDITS**

PREPARED BY: Alissa Hosein-Jacob, Instructor

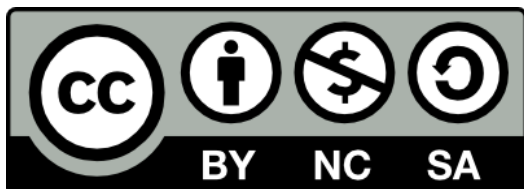
DATE: October 23, 2020

APPROVED BY: Ernie Prokopchuk, Interim Dean

DATE: November 11, 2020

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date



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## ADVANCED WORD PROCESSING

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**INSTRUCTOR:** Alissa Hosein-Jacob

**OFFICE LOCATION:** A2410 (Ayamdigut)

**E-MAIL:** ajacob@yukonu.ca

**TELEPHONE:** 867-668-8777

**OFFICE HOURS:** W-11-12, R-10:30-11:30

**CLASSROOM:** Online (asynchronous)

**TIME:** Online (asynchronous)

**DATES:** Jan 6 to Feb 5, 2021

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### 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.

### PREREQUISITES

None

### LEARNING OUTCOMES

*After completing 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**

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.

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](http://moodle.yukonu.ca) course website. The use of the [moodle.yukonu.ca](http://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.

## ASSESSMENTS:

### 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.

## EVALUATION:

Assignment 1	15%
Assignment 2	15%
Presentation	30%
Final Exam	40%
<b>Total</b>	<b>100%</b>

**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)

F = under 60% (Fail)

## **REQUIRED TEXTBOOKS AND MATERIAL**

- 1. Shelly Cashman Series ® Microsoft® Office 365 & PowerPoint 2016 Introductory, 1st Edition (Sebok)**
- 2. A flash drive**

## **ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

## **PLAGIARISM**

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a

program of study or the University.

### **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukonu.ca/yfnccr](http://www.yukonu.ca/yfnccr).

### **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. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): [lac@yukonu.ca](mailto:lac@yukonu.ca).

### **TOPIC OUTLINE**

<b>Week</b>	<b>Date</b>	<b>Module</b>	<b>Due Dates (all assignments due by midnight Sunday of the week assigned)</b>
Week 1	January 4	Getting Started	
Week 2	January 11	Module 1	Assignment 1
Week 3	January 18	Module 2	Assignment 2
Week 4	January 25	Module 3	
Week 5	February 1	Presentations	Assignment 3
Week 6	February 8	<b>Final Exam (February 10<sup>th</sup>)</b>	