COLLEGE OF THE ROCKIES

OFAD-183 – MS PowerPoint 1

Technology

Effective Term & Year: Fall 2024
Course Outline Review Date: 2029-01-01

Program Area: Office Administration

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 Methods: Online

Credit Type: College of the Rockies Credits

Credits: 1.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	

Total	45

Course Requisites:

- Complete all of the following
    - Completed the following:
        - OFAD158 – Windows, Outlook, & File Management (1)
    - OFAD 155 or current typing speed of 25 gwam.

Flexible Assessment: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, or work-based assessment are used to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR) or contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see https://www.bctransferguide.ca/ or https://transferalberta.alberta.ca . For more transfer credit information, please visit https://www.cotr.bc.ca/Transfer

All requests for course transfer credit from institutions in British Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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 (2021). *Microsoft Office 365 – 2021 Introductory, nt : Introductory.* Boston, MA: Cengage Learning. A reproduced copy of Modules 1 to 3, with publisher permission.

Please see the instructor's syllabus or check COTR's online text calculator https://textbook.cotr.bc.ca/ for a complete list of the currently required textbooks.

Learning Outcomes:

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

- use MS PowerPoint software to create and edit presentations with pictures;
- enhance presentations with Shapes and SmartArt
- add media and animation to presentations;
- execute work in a timely manner and on schedule; and
- demonstrate responsibility for attendance, absenteeism, and punctuality.

Course Topics:

- Creating and editing presentations with pictures
- Enhancing presentations with Shapes and SmartArt
- Reusing presentations and adding media and animation

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

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Chapter Theory Quizzes (x3)	15%
Chapter Practical Quizzes (x3)	60%
Final Exam	25%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Pass requirements: None

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

Evaluation Notes Comments:

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 Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct
- Policy 2.4.8 Academic Performance
- Policy 2.4.9 Student Feedback and Concerns
- Policy 2.4.11 Storage of Academic Works
- Policy 2.5.3 Student Appeal
- Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.