



# POWERPOINT 2007

## Course Outline

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Welcome to Business Information Management featuring Publisher 2010. Publisher 2010 is a desktop publishing program from Microsoft which allows the user to create a vast number of professional publications including websites from built-in templates. As well, users can create their own designs and templates. Publisher is great “all-in-one” solution for business.

This course is entirely project based. You will create a variety of publications through step-by-step instructions and then will demonstrate your mastery by creating your own designs. You may also substitute personal projects (for your own business, club, organizations etc...) with your instructor’s permission to make the course more practical.

## Activation Assignment

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As part of the new provincial government funding formulas for our centres, students **must complete** an **activation assignment** before they are formally enrolled into the course. The activation assignment demonstrates that the student is serious about their studies. Therefore, it is essential that you complete the activation assignment which is available on the school website. If you have any questions about this assignment, please don’t hesitate to arrange to meet with your instructor. The link for the activation assignment is as follows:

<http://www.youlearn.ca/milesderksen.html>

## Topics

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Here is a list of topics including the publications that you will complete in each section:

1. Introduction
2. Creating and Editing a Publication Chapter 1 - Flyer, Award Certificate and Ad Flyer with Tear-Offs.
3. Designing a Newsletter - Chapter 2 - Newsletter, Vacation Newsletter Project and Newsletter Analysis.
4. Publishing a Tri-Fold Brochure - Chapter 3 - Brochure, Osoyoos Brochure
5. Creating an E-mail Letter Using Publisher - Email Feature - Email Letter and Email Product Flyer

6. Using Business Information Sets - Chapter 4 - Business Card and Letterhead. Dairy Barn Letterhead and Personal Card.
7. Merging Publications and Data - Chapter 5 - Merge Letters, Labels, Catalogue template and Calendar, Tickets.
8. Creating a Restaurant Menu - Project 1
9. Creating an Interactive Website - Chapter 6 - Personal Website
10. Student Portfolio Creation - Online or CD

As you can see from above, there are 10 sections which include a variety of projects. An online website program, MOODLE is used for course management and submission of projects/assignments. You must contact your instructor to get enrolled in the course – you will receive a login name and password.

The website for MOODLE is: <http://www.youlearn.ca/moodle/>

If for some reason the website is not working, please contact the Learning Centre at (250) 495-5165 or email your instructor.

## Assessment

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This is how the course will be graded:

1. Chapter Project	20%
2. Chapter Assignments	50%
3. Portfolio	10%
4. Final Practical Exam or Observational Assessment	20%

All of the projects must be completed using Publisher 2010 and students must show evidence of skill development using Publisher 2010. The portfolio of your work will be created using one of the following: PowerPoint, Picasa or Picasa Web Albums. Instructions will be given for this.

There are no formal classes for this course. Students are provided with the material and are expected to work through them at their own pace asking for help when they need it. Although there is no formal timeline for this course, completion of approximately on topic per week would be a reasonable guideline - some projects may take more or less time. The course will take the average student about 80 hours.

## Prescribed Learning Outcomes

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To view the ministry prescribed learning outcomes for ICTM11B (PowerPoint), please visit the following website:

<http://www.bced.gov.bc.ca/irp/welcome.php#>

## Resources

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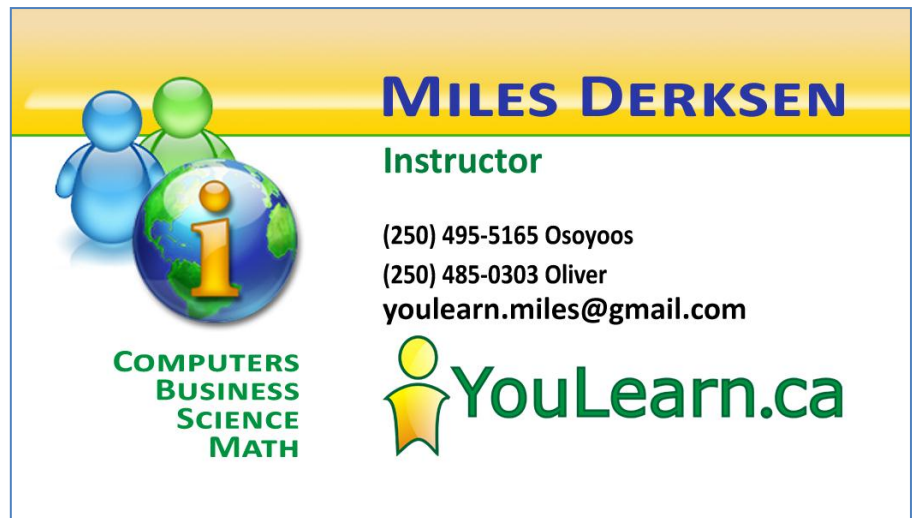
The following resources will be used in this course:

1. PowerPoint 2007 Complete Concepts and Techniques – Shelly Cashmen Series ([www.scsite.com](http://www.scsite.com)). Please contact your instructor to find out how to get this resource.
2. Internet Access. Students must have access to the internet use MOODLE. Internet Access is available at our learning Centres.


## More Info

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If you have any further questions, my business card is below:



**MILES DERKSEN**  
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**COMPUTERS  
BUSINESS  
SCIENCE  
MATH**

The business card features a yellow header with the name 'MILES DERKSEN' in blue. Below the name is the title 'Instructor' in green. Contact information is listed in black: '(250) 495-5165 Osoyoos', '(250) 485-0303 Oliver', and 'youlearn.miles@gmail.com'. The YouLearn.ca logo is in the bottom right. On the left, there is a graphic of two stylized figures (one blue, one green) standing next to a globe with a large orange 'i' on it. Below the globe, the text 'COMPUTERS BUSINESS SCIENCE MATH' is stacked in green.