

# BPM1702: Microsoft Excel and PowerPoint for Business

NUS Business School  
Department of Analytics & Operations (DAO)

## ADMINISTRATIVE INFORMATION

<b>Instructor:</b>	QUEK Ser Aik	<b>Office:</b>	BIZ1 7-44
<b>Consultation Hours:</b>	As per link from LumiNUS	<b>Email:</b>	<a href="mailto:seraik@nus.edu">seraik@nus.edu</a>

**Prerequisite:** None, except some facility with numbers, which will be elevated to varying degrees of dexterity with spreadsheet analytics, depending on whether you are merely ready, somewhat eager, or downright determined to excel.

**Evaluation:** Microsoft Excel Black Belt 50%, Microsoft PowerPoint Black Belt 50%

**Text:** None

## COURSE OUTLINE

This Academic Orientation Module for Microsoft Excel and PowerPoint equips students with the appropriate level of spreadsheet and slides presentation skills for the BBA and BBA (Accountancy) curriculum, as well as for their future careers.

## TEACHING MODES

Entirely online only, with no *indicated* activity on LumiNUS beyond Week 0, i.e., no online meeting at all.

If you have an issue, the **first** place to alert others and to look for answers is at the LumiNUS Forum.

## ASSESSMENT

Online completion of Microsoft Excel Black Belt and Microsoft PowerPoint Black Belt by the end of September.

## LEARNING OUTCOME

The lifelong digital credentials you earned when you pass this module can be displayed on your LinkedIn profile, and is verifiable on the spot, in the blockchain fashion.