

## Course Outline

**Course Code** : BPM1702  
**Course Title** : Microsoft Excel and PowerPoint for Business  
**Class Date** : From 1/8/2023 To 1/10/2023  
**Semester** : Semester 1A, Academic Year 2023-2024  
**Faculty** : Business School  
**Department** : Analytics & Operations  
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### Overview

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

Text: None

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

Teaching Mode: Entirely online only, with no indicated activity on Canvas beyond Pre-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 Canvas Discussions.

### Course Objectives

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

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

### Assessment

Online completion of Microsoft Excel Black Belt and Microsoft PowerPoint Black Belt by **1st October**.

Assessment Components	Weightage
Microsoft Excel Black Belt	50%
Microsoft PowerPoint Black Belt	50%

### Schedule and Outline

Lesson/ Week	Date	
Before 0	2023-08-01	Canvas course BPM1702, linking SIMnet, will open by this date.

3	2023-09-01	Register a SIMnet account by this date.
Reading	2023-10-01	Complete Excel Blackbelt & PowerPoint Blackbelt by this date.

### **General Guide & Reading**

Please see Canvas.

### **Academic Honesty & Plagiarism**

Academic integrity and honesty is essential for the pursuit and acquisition of knowledge. The University and School expect every student to uphold academic integrity & honesty at all times. Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources.

Plagiarism is “the practice of taking someone else’s work or ideas and passing them off as one’s own” (*The New Oxford Dictionary of English*). The University and School will not condone plagiarism. Students should adopt this rule — You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. In case of any doubts, you should consult your instructor.

#### **Additional guidance is available at:**

- [Administrative Policies](#)
- <http://www.nus.edu.sg/registrar/administrative-policies-procedures/acceptance-record#NUSCodeofStudentConduct>
- <http://nus.edu.sg/osa/resources/code-of-student-conduct>