Course Outline

Course Code : BPM1702
Course Title : Microsoft Excel and PowerPoint for Business
Class Date : From 15/8/2024   To 15/10/2024
Semester : Semester 1, Academic Year 2024-2025
Faculty : QUEK Ser Aik
Department : Analytics & Operations
Email : bizqsa@nus.edu
URL : https://discovery.nus.edu.sg/268
Telephone : 65163020

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

Teaching Mode: Entirely online only, with no indicated activity on Canvas beyond Pre-Week-0, i.e., no online meeting at all during the regular semester. 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 Course 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 credential you earned after you completed each of the 2 Black Belts can be immediately 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 15 October.

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

Schedule and Outline

Lesson/ Week	Date	Session (lesson summary or outline / learning objectives / preparation / cases & assignments / follow-up readings & resources)
Before 0	2024-08-01	Canvas course BPM1702 will open by this date.
1	2024-08-15	Canvas will link to SIMnet for start of online course by this date.
5	2024-09-15	Register a SIMnet account by this date.
9	2024-10-15	Complete Excel Blackbelt & PowerPoint Blackbelt by this date.

General Guide & Reading

Please see Canvas.

Instructor Profile

https://linkedin.com/in/seraik
https://alum.mit.edu/www/aik
https://cal.berkeley.edu/aik

QUEK Ser Aik was trained in Statistics that transitioned naturally into machine learning and artificial intelligence. He always hopes to make data evangelists out of students, who sometimes refer to him jokingly as the "short old man" (which is correct on all 3 counts, but not as succinct as just "aik" 😊).

He loves to attract students to be posting members of https://fb.com/groups/OpsBA to continue their analytics journeys together.

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