**Assignment B - Individual**

The final assignment consists of four parts to be completed over a two week period.  You will prepare three documents (a Word®
document; a PowerPoint® presentation; and an Excel® spreadsheet) for a fictional course and submit them to the locations indicated in the assignment details.  Finally, you will complete a brief evaluation of the IT Skills Course that will include a reflection on your learning.

To complete this assignment, you will need have access to a computer that has Microsoft Word®, Excel® and PowerPoint® installed.  You will need to be connected to the Internet to submit your assignment documents.

**Scenario:**

You have only three students in your class:  Jean, Maha and Laurence.  The class, called “Colour My World - 101”, begins in a couple of weeks but you would like to let the students know a bit about the course.

**Assignment B Part One - Word**

Using Microsoft Word®, prepare a one-page letter to Jean, Maha and Laurence explaining the course.  Include a table in the document listing the five key dates of the course:

* January 1, course begins;
* January 15, first activity due;
* January 31st, second activity due;
* February 15, submit final assignment.

Include a hyperlink to the main website for the Commonwealth of Learning.

Include a properly formatted signature block at the bottom of your letter.

**Save the document on your computer and then upload a copy to:**

**Scenario:**

The course you are teaching is about Colour Theory.

**Assignment B Part Two - PowerPoint**

Prepare a 5-slide PowerPoint® Presentation about the primary colours and post it.

Include at least one image, one transition or animation, and one hyperlink in your presentation.

The finished presentation must not exceed 5 MBs in size.

*Note: do not spend extra time on the content, the point is to demonstrate that you can create a functioning and attractive PowerPoint® presentation.*

**Save the presentation on your computer and then upload the completed presentation to:**

**Scenario:**  Jean completed the first two activities but did not submit a final assignment.  Jean received a grade of 60/100 for the first activity and 55/100 for the second activity.

Maha completed all three requirements listed in the table in the Word® document.  Maha received a grade of 65/100 for the first activity, 70/100 for the second activity and 75/100 for the final assignment.

Laurence received 70/100 for the first activity, 75/100 for the second activity and 75/100 for the final assignment.

**Assignment B Part Three - Excel**

Using this information, create an Excel® spreadsheet that shows:

* The students’ names (Jean, Maha, Laurence) in alphabetical order
* The due dates of the two activities and the final assignment (based on the table you created in your Word® document).
* Which sessions were completed by each student and the grades they obtained.

Create a formula that will find the average overall grade for the second activity and show this result under the column for the second activity.

Create a formula that will find the average grade for each student and show this final grade for each student.

**Submit the Excel® file to:**

**Assignment B Part Four**

This is your opportunity to reflect on your learning and to provide feedback about the IT Skills course.  **Fill out the attached evaluation here and submit to your instructor via email or, complete the online evaluation contained in the Moodle course here:**