

Professors

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Learning Outcomes**Course Objectives**

This course will cover the following content:

Performance Skills for Microsoft Word

- Format a document using character, paragraph, and document styles and templates
- Add headers and footers, citations, footnotes, and endnotes to a document
- Add a cover page, table of contents, and bibliography/references page
- Create and use sections, columns, and outlining features to structure a document
- Insert and format pictures, SmartArt graphics, and other drawing objects
- Perform a mail-merge operation with form letters, mailing labels, and envelopes

Performance Skills for Microsoft Excel

- Insert, modify, and format text, numbers, dates, and formulas, including mathematical, statistical, financial, logical, lookup, string and date/time functions
- Create range names and modify the structure of worksheets and workbooks
- Select print options, including orientation, breaks, headers/footers, gridlines, and titles
- Create and format charts, and insert Sparklines, pictures, graphics, and drawing objects
- Converts

Course Objectives (continued)

Performance Skills for Microsoft PowerPoint

Create a presentation using slide view, outline view, and templates

Insert, modify, and format text, graphics, audio, and video on slides

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student %& } á ~ & c Á, @B. @ Á q c ! ^ ! ^ • Á, ã @ examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study - a á a a • Á - Á Ö + Áe Á ^ || Áe Á | } á ~ & c c Á ^ a a • Á Á | [] ^ ! c Á a q a e ^ Áe • a | Á a & á q a a } Á e a • { ^ }