

# Business Administration

Course Number: **BUAD 128**

Course Title: **COMPUTER APPLICATIONS I**

Credits: **3**

Calendar Description: This course includes the use of computers in the business environment, including word processing, presentation graphics and spreadsheets. Computer concepts including hardware, software and data communications are covered at the intermediate level. Students will be expected to use their computer skills in other business courses.

**Professors**

|                                          |                                   |                                                                          |
|------------------------------------------|-----------------------------------|--------------------------------------------------------------------------|
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**Learning Outcomes**

Upon completion of this course students will be able to:

create various types of professional-looking documents, newsletters, academic papers, direct mailings, and business reports using Microsoft Word

develop various types of worksheets and charts, such as mortgage tables, financial statements, statistical analyses, and business projections using Microsoft Excel.

design a professional presentation that incorporates text, graphics, SmartArt objects, audio and video, and other media elements using Microsoft PowerPoint

deliver a professional presentation with Microsoft PowerPoint

**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



Course Schedule

|                 |           |                                                                                                                                                                                               |                       |
|-----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 2020<br>Week of |           | Monday, January 6 – First Day of Classes<br>Monday, February 17 – Family Day<br>Tuesday, February 18 – Friday, February 21 – Reading Break<br>Thursday, April 9 – Last Day of Regular Classes |                       |
| 1               | Jan 6-10  | Course Introduction & Pearson MytLab<br>Microsoft Word                                                                                                                                        | WD-01                 |
| 2               | Jan 13-17 | Microsoft Word                                                                                                                                                                                | WD-02<br>WD-03        |
| 3               | Jan 20-24 | Microsoft Word                                                                                                                                                                                | WD-04<br>WD-05        |
| 4               | Jan 27-31 | <b>Word Exam</b><br>Microsoft Excel                                                                                                                                                           | Word Exam<br>EX-01    |
| 5               | Feb 3-7   | Microsoft Excel                                                                                                                                                                               | EX-02<br>EX-03        |
| 6               | Feb 10-14 | Microsoft Excel                                                                                                                                                                               | EX-04<br>Excel Review |
| 7               | Feb 17-21 | <b>Family Day</b>                                                                                                                                                                             |                       |

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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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**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying