

# Business Administration

Course Number:	<b>BUAD 128</b>
Course Title:	<b>COMPUTER APPLICATIONS I</b>
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 ( <i>also offered by Distance Education</i> ).
Semester and Year:	<b>FALL 2023</b>
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	BUAD 236, 272, 282, 283, 293, 298, 333, 335, 340, 360, 382
Final Exam:	No
Hours per week:	4
Graduation Requirement:	BBA & Diploma - Required
Substitutable Courses:	No
Transfer Credit:	CIB, PMAC

**Professors**

Name	Phone number	Office	Email
<b>Graham Moir</b> <b>(Course Captain)</b>	<b>x4328</b>	<b>C 111</b>	<b>gmoir@okanagan.bc.ca</b>

**Course Objectives (continued)**

**Performance Skills for Microsoft PowerPoint**

- xCreate a presentation using slide view, outline view, and templates
- xInsert, modify, and format text, graphics, audio, and video on slides
- xWork with Slide Masters, templates, themes, and sections
- xApply built-in and custom animation, transition, and other special effects
- xPrepare presentation materials for delivery and export, including notes pages and handouts
- xPresent a professional PowerPoint presentation

**Evaluation Procedure**

Weekly Assignments	15%
Application Exams 25% - Word 20% - Excel Level 1 20% - Excel Level 2 10% - PowerPoint	75%
PowerPoint Project	10%
Total	100%

**Required Texts and Resources**

This course uses the following eBook resources, available online from the college bookstore.

- Title: Exploring Microsoft 365 Introductory 2021 eText with MyITLab Access Code
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**Course Schedule**

<u>Date</u>	Topic	Textbook
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