

COURSE OUTLINE

SUMMER SESSION I 2024

COURSE CODE:BUAD 128

COURSE TITLE:Computer Applications

Calendar Description

This course includes the use of computers in the business 3 (i)-*4 (e /FovC 0.3 (i)-*4 (e /Fo 11 (n onC /P m(

Learning Outcomes

Outcome	Upon completion of this course students will be able to:
1	Create various types of professional looking documents, newsletters, academic papers, direct mailings, and business reports using Microsoft Word
2	Develop various types of worksheets and charts, such as mortgage tables, financial statements, statistical analyses, and business projections using Microsoft Excel.
3	Design a professional presentation that incorporates text, graphics, SmartArt objects, audio and video, and other media elements using Microsoft PowerPoint.
4	Deliver a professional presentation with Microsoft PowerPoint.

Course Objectives

Objectives	This course will cover the following content:
	Performance Skills for Microsoft Word:
1	Format a document using character, paragraph and document styles and templates
2	Add headers and footers, citations, footnotes and endnotes to a document
3	Add a cover page, table of contents and bibliography/reference page
4	Create and use sections, columns and outlining features to structure a document
5	Insert and format pictures, SmartArt graphics and other drawing objects
6	Perform a mail merge operation with form letters, mailing labels and envelopes
	Performance Skills for Microsoft Excel
1	Insert, modify and format text numbers, dates and formulas including mathematical, statistical, financial, logical, lookup, string and date/time functions
2	Create range names and modify the structure of worksheets and workbooks
3	Select print options, including orientation, breaks, headers/footers, gridlines and titles
4	Create and format charts, and insert Sparklines, pictures, graphics and drawing objects
5	Convert list data to tables and then format, sort and filter worksheet data
5	Use Subtotals, PivotTables and PivotCharts to summarize and present worksheet data
6	Review a worksheet for errors, add and modify cell comments, apply custom conditional formatting rules and use data validation to limit cell entries
	Performance Skills for Microsoft PowerPoint
1	Create a presentation using slide view, outline view and templates
2	Insert, modify and format text, graphics, audio and video on slides
3	Works with Slide Masters, templates, themes and sections
4	Apply built-in and custom animation, transition and other special effects
5	Prepare presentation materials for delivery and export, including notes pages and handouts
6	Present a professional PowerPoint presentation

Professors

Name	Phone Number	Office	Email
Salli Carter(Course Captain)	250-719-9327	online	spcarter@okanagan.bc.ca

Evaluation Procedure

Weekly Assignments	15 %
Application Exams	75 %
25% Word	
20% Level 1	
20% Excel Level 2	
10% PowerPoint	
Power Point Project	10%

Tot

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” well