



# 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>Winter 2020</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
Special Notes:	Credit may be received by passing a challenge exam
Originally Developed:	1984
EDCO Approval:	May 2017

Chair's Approval:

A handwritten signature in blue ink, appearing to read "A. Hempel".

**Professors**

Name	Phone number	Office	Email
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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

**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
- Convert list data to tables, and then format, sort, and filter worksheet data
- Use Subtotals, PivotTables, and PivotCharts to summarize and present worksheet data
- Review a worksheet for errors, add and modify cell comments, apply custom conditional formatting rules, and use data validation to limit cell entries

**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
- Work with Slide Masters, templates, themes, and sections
- Apply built-in and custom animation, transition, and other special effects
- Prepare presentation materials for delivery and export, including notes pages and handouts
- Present 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 Office 2019 eText with MyITLab Access Code
- Author: Poatsy, Series Editor (multiple authors per application textbook)
- Publisher: Pearson Education, Canada
- ISBN-13: 9780135402467 (Access Code only)

Your instructor may provide additional information for purchasing the MyITLab Registration Code online from Pearson. (Note: If you purchase the physical textbooks, you may still need to purchase the online MyITLab Access Code separately from <http://www.myitlab.com/>.)

To purchase the eBook and MyITLab Access Code, visit the following URL:

The individual application tutorials are also available as physical textbooks:

- o Microsoft Word 2016 (ISBN: 978-0-13-543640-0 )
- o Microsoft Excel 2016 (ISBN: 978-0-13-545275-2 )
- o Microsoft PowerPoint 2016 (ISBN: 978-0-13-543684-4 )

**Storage:** As this course makes use of data files for hands-on exercises, students are encouraged to use a USB data drive for storing, transferring, and backing up their files.

## Course Schedule

Date		Topic	Textbook
2020 Week of		Monday, January 6 – First Day of Classes Monday, February 17 – Family Day Tuesday, February 18 – Friday, February 21 – Reading Break Thursday, April 9 – Last Day of Regular Classes	
1	Jan 6-10	Course Introduction & Pearson MytLab Microsoft Word	WD-01
2	Jan 13-17	Microsoft Word	WD-02 WD-03
3	Jan 20-24	Microsoft Word	WD-04 WD-05
4	Jan 27-31	<b>Word Exam</b> Microsoft Excel	Word Exam EX-01
5	Feb 3-7	Microsoft Excel	EX-02 EX-03
6	Feb 10-14	Microsoft Excel	EX-04 Excel Review
7	<b>Feb 17-21</b>	<b>Family Day Reading Week No Classes</b>	
8	<b>Feb 24-28</b>	Microsoft Excel <b>Excel Level I Exam</b>	EX-05 Excel I Exam
9	Mar 2-6	Microsoft Excel	EX-07 EX-09
10	Mar 9-13	Microsoft Excel	EX-11 & 12 Excel Review
11	Mar 16-20	<b>Excel Level II Exam</b> Microsoft PowerPoint	Excel II Exam PP-01
12	Mar 23-27	Microsoft PowerPoint	PP-02 PP-03
13	Mar 30-Apr 3	Microsoft PowerPoint <b>PowerPoint Exam</b>	PP-04 PPT Exam
14	Apr 6-9	<b>PowerPoint Presentations</b>	Presentations
<b>Apr</b>	14-24	<b>Final Exam Period</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 information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 7<sup>th</sup> edition (2019)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.