

# Business Administration

Course Number:

BUAD 128

No

## Professors

|              |                |               |  |
|--------------|----------------|---------------|--|
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## Evaluation Procedure

|   |      |
|---|------|
| Weekly Assignments  | 20%  |
| Application Exams<br>25% Word<br>15% Excel 1<br>15% Excel 2<br>15% PowerPoint | 70%  |
| Group Project and Presentation  | 10%  |
| Total   | 100% |

## Notes

Students will be expected to apply these computer skills in other business courses.

## Required Texts/Resources

This course uses the following textbook and online resource package, available from the college bookstore. The MyITLab Code is not required for this course.

Title : Exploring Office 2013 – Word, Excel, & PowerPoint  
Author : Grauer et al. (multiple authors per application textbook)  
Publisher : Pearson Education, Canada

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

Course Schedule

|          |         |  |                                |
|----------|---------|--|--------------------------------|
|          |         | Mon. Jan 5 Classes begin<br>Family Day Feb 9 & Feb 10 to 13 Reading Break – no classes<br>Good Fri. Apr 3 & Easter Mon. Apr 6 – no classes<br>Tues. Apr 14 Last day of regularly scheduled classes |                                |
| Week of: |         |  |                                |
| Jan      | 5       | StrengthsQuest<br>Course Introduction:   | StrengthsQuest<br>Introduction |
|          | 12      | Microsoft Word   | WD-01<br>WD-02                 |
|          | 19      | Microsoft Word   | WD-03<br>WD-04                 |
|          | 26      | Microsoft Word   | WD-05<br>Review                |
| Feb      | 2       | WORD Exam<br>Microsoft Excel   | WORD Exam<br>EX-01             |
|          | 9 - 13  | READING BREAK (Feb 9 to 13 – no classes)   |                                |
|          | 16      | Microsoft Excel  | EX-02<br>EX-03                 |
|          | 23      | Microsoft Excel  | EX-04<br>Review                |
| Mar      | 2       | EXCEL Exam 1<br>Microsoft Excel  | EXCEL Exam 1<br>EX-05          |
|          | 9       | Microsoft Excel  | EX-07<br>EX-09                 |
|          | 16      | Microsoft Excel & Review   | EX-11 & EX-12<br>Review        |
|          | 23      | EXCEL Exam 2<br>Microsoft PowerPoint   | EXCEL Exam 2<br>PP-01 & PP-02  |
|          | 30      | Microsoft PowerPoint   | PP-03<br>PP-04                 |
| Apr      | 6       | POWERPOINT Exam<br>Group Presentations   | PPT Exam<br>Presentations      |
|          | 13      | Group Presentations  | Presentations                  |
| Apr      | 17 - 25 | Final Exam Period (No Final Exam)  |                                |

## 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 H