



**Professors**

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**Learning Outcomes****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
- Converts

**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



## 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 %& } á ~ & c, @B. @Á q c! ^! ^• Á, ã @ examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study - aããã • Á - Á Ö - Ëe Á ^||Áe Á | } á ~ & c c c ^ cã • Á Á | [ ] ^! c Á cã æ ^ Ëe • æ | Ëã & ã q aã } Ë c e e • { ^ }