

# Business Administration

Course Number:

BUAD 128

No

## Professors

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
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## Evaluation Procedure

Weekly Assignments	20%
Application Exams 25% Word 15% Excel 1 15% Excel 2 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

Date		Topic	Textbook
Week of:		Mon. Jan 5 Classes begin Family Day Feb 9 & Feb 10 to 13 Reading Break – no classes Good Fri. Apr 3 & Easter Mon. Apr 6 – no classes Tues. Apr 14 Last day of regularly scheduled classes	
Jan	5	StrengthsQuest Course Introduction:	StrengthsQuest Introduction
	12	Microsoft Word	WD-01 WD-02
	19	Microsoft Word	WD-03 WD-04
	26	Microsoft Word	WD-05 Review
Feb	2	WORD Exam Microsoft Excel	WORD Exam EX-01
	9 - 13	READING BREAK (Feb 9 to 13 – no classes)	
	16	Microsoft Excel	EX-02 EX-03
	23	Microsoft Excel	EX-04 Review
Mar	2	EXCEL Exam 1 Microsoft Excel	EXCEL Exam 1 EX-05
	9	Microsoft Excel	EX-07

## 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