

**COURSE CODE:** BUAD 128

**COURSE TITLE:** Computer Applications

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### **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 (*also offered by Distance Education*).

**Prerequisite(s):** None

**Co-requisite(s):** None

**Prerequisite For:** BUAD 236, 272, 282, 283, 293, 298, 333, 335, 340, 360, 382

**Substitutable Courses:** None

**Graduation Requirement:** BBA & Diploma - Required

**Transfer Credit:** CIB, PMAC

**Special Notes:** Credit may be received by passing a challenge exam

**Credits:** 3

**Hours per Week:** 3

**Originally Developed:** 1984

**EDCO Approval:** May 2017

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**CHAIR'S APPROVAL:** 

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## 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 presentations for delivery and export, including notes pages and handouts
  - 6 Present a professional PowerPoint presentation

## Professors

Name	Phone Number	Office	Email
Glen Coulthard (Course Captain)	ext. 2257	KAL C329	gcoulthard@okanagan.bc.ca
Bevan Ferreira	ext. 4186	KLO C227	bferreira@okanagan.bc.ca

## Evaluation Procedure

Weekly Assignments	15 %
Application Exams	75 %
25% - Word	
20% - Excel Level 1	
20% - Excel Level 2	
10% - PowerPoint	
PowerPoint Project	10%
<b>Total</b>	<b>100 %</b>

Artificial Intelligence (AI) tools are not permitted to be used for assignments, exams and presentations in this course.

## Required Materials

This course uses the following eBook resources, available online from the college bookstore.

Title: Exploring Microsoft 365 Introductory 2021 eBook with MyLab IT Access Code  
Author: Poatsy, Series Editor (multiple authors per application textbook)  
Publisher: Pearson Education, Canada  
ISBN-13: 978-0-13-760239-a (Access Code only)

Your instructor will provide additional information for purchasing the MyLab IT Registration Code online from Pearson. **(Note: If you purchase the physical textbooks, you will still need to purchase the online MyLab IT Access Code. Also, "MyLab IT" is the new branding, but some references may read "MyITLab" instead.)**

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

<https://campusstores.okanagan.bc.ca/Course/campus>

SELECT: Your **Campus** → **Winter 2025** → **BUAD – Business Admin** → Your **BUAD 128 Section**.

## Course Schedule

(Subject to change at the discretion of the professor)

Date		Topic	Textbook
2025 Week of:		Monday, January 6 <sup>th</sup> , First day of class Friday, January 17 <sup>th</sup> , Last day to register for Winter 2025 Friday, January 17 <sup>th</sup> , Last day to withdraw from class without academic penalty Monday, February 17 <sup>th</sup> , Statutory Holiday (no classes) Tuesday, February 18 <sup>th</sup> – Friday, February 21 <sup>st</sup> , Mid-semester break (no classes) Friday, April 11 <sup>th</sup> , Last day of classes Friday, April 18 <sup>th</sup> and Monday, April 21 <sup>st</sup> – Statutory Holidays (no classes) Tuesday, April 15 <sup>th</sup> – Tuesday, April 29 <sup>th</sup> – Final Exam Period	Chapter(s):
Jan-06	1	Course Introduction & MyLab IT Registration Word: Chapter 01	WD-01
Jan-13	2	Word: Chapter 02 Word: Chapter 03	WD-02 WD-03
Jan-20	3	Word: Chapter 04 Word: Chapter 05	WD-04 WD-05
Jan-27	4	<b>Word Exam</b> Excel Level I: Chapter 01	EX-01
Feb-03	5	Excel Level I: Chapter 02 Excel Level I: Chapter 03	EX-02 EX-03
Feb-10	6	Excel Level I: Chapter 04 Excel Level I: Review	EX-04
<b>Feb-17</b>	<b>7</b>	<b>Mid-Semester Reading Break</b>	
Feb-24	8	<b>Excel Level I Exam</b> Excel Level II: Chapter 05	EX-05
Mar-03	9	Excel Level II: Chapter 07 Excel Level II: Selected topics from Chapters 09-12	EX-07 EX-09 to EX-12
Mar-10	10	Excel Level II: Review <b>Excel Level II Exam</b>	
Mar-17	11	PowerPoint: Chapter 01 PowerPoint: Chapter 02	PP-01 PP-02
Mar-24	12	PowerPoint: Chapter 03 PowerPoint: Chapter 04	PP-03 PP-04
Mar-31	13	<b>PowerPoint Exam</b> PowerPoint Project Work Session	
Apr-07	14	PowerPoint Presentations	
<b>Apr-14</b>	<b>15</b>	<b><i>There is no Final Exam for this course</i></b>	

## Skills Across the Business Curriculum

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

### 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, 6<sup>th</sup> edition (2009)). 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.