Business Administration

Course Number: BUAD 128

No

Professors

Name	Phone number	Office	Email
Steve Watson	762-5445 #4226	Kelowna: C103	swatson@okanagan.bc.ca
Linda McGrew	250-307-1287	Kelowna: E226	lmcgrew@okanagan.bc.ca

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-07 414.48 419.16 12

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 H