

Business Administration

Course Number:	BUAD 128
Course Title:	COMPUTER APPLICATIONS I
Credits:	3
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. <i>(also offered by Distance Education)</i>
Semester and Year:	WINTER 2019
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	BUAD 236, 272, 282, 283, 293, 298, 333, 335, 340, 360, 382

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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
Work with Slide Masters, templates, themes, and sections
Apply built-in and custom animation, transition, and other special effects
Prepare presentation materials for delivery and export, including notes pages and handouts
Present a professional PowerPoint presentation

Evaluation Procedure

Weekly Assignments	15%
Application Exams	75%
25% - Word	
20% - Excel Level 1	
15% - Excel Level 2	
15% - PowerPoint	

