



**Professors**

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**Learning Outcomes**

Upon completion of this course students will be able to:

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**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
- Convert list data to tables, and then format, sort, and filter worksheet data
- Use Subtotals, PivotTables, and PivotCharts to summarize and present worksheet data
- Review a worksheet for errors, add and modify cell comments, apply custom conditional formatting rules, and use data validation to limit cell entries

**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
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## **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 “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