# Business Administration

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

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| **Performance Skills for Microsoft PowerPoint**<br>  Create a presentation using slide view, outline view, and templates<br>  Insert, modify, and format text, graphics, audio, and video on slides<br>  Work with Slide Masters, templates, themes, and sections<br>  Apply built-in and custom animation, transition, and other special effects<br>  Prepare presentation materials for delivery and export, including notes pages and handouts<br>  Present a professional PowerPoint presentation |

**Evaluation Procedure**

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