Module Title: Microcomputer Applications

Module Code: CMM1314

Module Value: 1.0

Duration: 30 weeks

Class-Contact Hours: Lecture/Laboratory 30/30 hours.

Assessment Scheme: Continuous Assessment 100%

Module Rationale/Aims:
 • to introduce the practical uses of microcomputer applications software most commonly found in commercial environments;
 • to make students aware of the benefits of such software to commercial enterprises, with particular reference to the local context;
 • to enable students to solve various commercial problems by using application software;
 • to provide an introduction to the concepts of integrated office applications software;
 • to introduce the basic concept of Internet and practical uses of Internet software.

Learning Objectives:

Students will be able to:
 • demonstrate the knowledge and skills necessary to use the Windows user interface;
 • operate different applications software in order to carry out word processing, spreadsheet manipulation, use of presentation tools and simple database management;
 • perform data and graphics sharing between components of integrated office applications software;
 • use appropriate software to retrieve information from the World Wide Web.

Syllabus Keywords:

input device, output device, memory, secondary storage, CPU, windows, word processing, desktop publishing, formatting, spreadsheet, worksheet, cells, charts, presentation tools, database, query, table, form, Internet, WWW, WWW browser, electronic mail.

Recommended References/Textbooks:

Shelly Cashman Series, Microsoft Office: Introductory Concepts and Techniques, Boyd & Fraser publishing company, Latest edition.

Shelly Cashman, Vermaat, Microsoft Office XXXX: Advanced Concepts and Techniques, Boyd & Fraser publishing company, Latest edition.

Microsoft Windows User's Guide, Microsoft Corporation, Latest edition.Chai Wan Computing Course Board Page 2 - 17 Information Systems Development / Network Applications

Content Lecture Lab

1 Windows

a Introduction to the Windows environments

b Files and Disk Concepts

c Use of icons, menus, scroll bars, dialog boxes

2 Internet Software

a Introduction to Internet and World Wide Web (WWW)

b WWW browser, Upload and download files, voice, video etc.

c Use of Electronic mail, Telnet and Ftp software.

3 Word processing

a Creating and Formatting a document

b Editing and proofing tools

c Inserting graphs and section breaks, Design tables, merge files

d Advanced features: Desktop publishing

4 Spreadsheets

a Concept of a spreadsheet: cell, text, numbers, formulae

b Worksheets: Create, edit and format

c Charts: create and edit

d Use of built in functions

e Advanced features: sorting, subtotal, grouping

5 Presentation tools

a Working with slide, notes, outline, and handout master

b Working with color schemes

c Working with text and special text features

d Drawing and graphing

6 Databases

a Concept of a database: table, records, form

b Creating and Updating a database

c Querying a database: selection, joining tables etc

d Report generation: displaying sub-totals and grand totals etc