

Macao Polytechnic Institute
School of Business
Bachelor of Accounting/ Management / Business
Administration in Marketing

Module Outline

Academic Year 2020 / 2021 Semester 1

Learning Module	Business Software Applications		Class Code	COMP1100-113/114/115	
Pre-requisite(s)	Nil				
Medium of Instruction	English / Chinese			Credit	3
Lecture Hours	14 hrs	Lab/Practice Hours	31 hrs	Total Hours	45 hrs
Instructor	Dr. Terence Lai		E-mail	tmlai@ipm.edu.mo	
Office	Room M533, Meng Tak Building, Main Campus		Telephone	8599 3346	

Description

This is an introductory course in Business Software Applications. This course also provides an introduction to computers and Microsoft Windows. When students completed the course they will have a firm knowledge and understanding of selected **business office** tools in practical uses.

Learning Outcomes

After completing the course, students will be able to:

1. format workbook text and data using office tools:
2. analyse business data for some applications
3. manage data with office tools and table formats
4. apply calculations for business problem with office tools.

Alignment of Program and Course Intended Outcomes

CILOs	Accounting Program PILOs	Management Program PILOs	Marketing, Program PILOs
1	5	7	2
2	5	7	2
3	5	7	2
4	2	5	1

Bachelor of Accounting, Programme Intended Learning Outcomes (PILOs) (w.e.f. 4/11/2016)
1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.
2. Assess general business scenarios with mathematical and statistical skills.
3. Apply critical thinking and logical analysis skills and techniques to solve business problems.
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.
5. Apply accounting or business software for business analysis.
6. Develop queries to assess management information from database to improve efficiency and effectiveness.
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environment.
9. Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.
10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.

Bachelor of Management, Programme Intended Learning Outcomes (PILOs)
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.
4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.
5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.
6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.

Bachelor of Business Administration in Marketing, Programme Intended Learning Outcomes (PILOs)
1. Explain the core concepts, values and Skills - Students are able to apply the marketing principles, concepts, theories in analyzing the changing business environment.
2. Apply appropriate Tools and technologies - Students are able to demonstrate using related tools, technology and skills to generate proposals and solutions.
3. Proceed Lifelong learning - Students are able to apply self and independent learning to leverage learned knowledge in practical life.
4. Adopt Leadership approaches - Students are able to develop collaborative groups, synergy teams in achieving objectives and shared goals.
5. Demonstrate and practice Legal and Ethical Values - Students are able to identify professional ethics from broad business practices.
6. Effective Communication Skills - Students are able to communicate and present ideas effectively.
7. Critical Thinking - Students are able to apply self understanding and analysis of critical perspectives to issues in broad conditions for problem solving.
8. Intercultural Competence - Students are competent to associate in a diversified social and global community.

Content

1. Getting Started with Excel. (Theory: 1 hour + Practice: 2 hours) – identify the basic usage and user interface of Excel
2. Formatting Workbook Text and Data. (Theory: 1 hour + Practice: 2 hours) – outline how to format the excel workbook
3. Performing Calculations with Formulas and Functions. (Theory: 1 hour + Practice: 2 hours) - outline some formulas and functions for calculations
4. Analyzing and Charting Financial Data. (Theory: 1 hour + Practice: 2 hours) – analyze financial problems using data
5. Generating Reports from Multiple Worksheets and Workbooks. (Theory: 1 hour + Practice: 2 hours) – describe how to generate reports
6. Managing Data with Data Tools. (Theory: 1 hour + Practice: 2 hours) – outline the data management using data tools
7. Summarizing Data with PivotTables. (Theory: 1 hour + Practice: 2 hours) – apply tables to summarize data
8. Performing What-If Analyses. (Theory: 1.5 hour + Practice: 3 hours) – analyze problems under particular conditions
9. Exploring Financial Tools and Functions. (Theory: 1.5 hours + Practice: 3 hours) -outlines tools and functions for financial problems
10. Analyzing Data with Business Intelligence Tools. (Theory: 1.5 hours + Practice: 3 hours) – analyze business data by means of business intelligence
11. Exploring PivotTable Design. (Theory: 1.5 hours + Practice: 3 hours) – design tables for business problems

Presentation (Practice: 3 hours)

Mid-term Examination (Practice: 3 hours)

Total : 45 hours

Teaching Method

Lectures, videos, case studies, group discussion

Attendance

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic Institute”. Students who do not meet the attendance requirements for the course will not be permitted to sit the final / re-sit examination and shall be awarded an ‘F’ grade.

Assessment

This course is graded on a 100 point scale, with 100 being the highest possible score and 50 the pass score.

	Item	Description	Percentage
1.	Project	Project of this subject	30 %
2.	Assignments	Assignments of this subject	30 %
3.	Midterms	Midterm Examination	40 %
		Total Percentage:	100 %

Plagiarism Policy:

When a student submits an assignment, he or she has a duty to ensure that his or her assignment has been checked by *Turnitin* software, and the similarity score given by *Turnitin* software cannot be higher than 30%. However, a special case can be determined by the instructor.

Teaching Material(s)

Textbook(s)

Patrick Carey, New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive. Cengage Learning, 2019, ISBN-13: 978-0357025765

Reference(s)

<https://products.office.com>

Note:

1. The above class schedule is tentative and subject to change depending on the progress of the students.
2. Students are responsible for ALL materials covered in class AND in the textbook.