

Macao Polytechnic University

Faculty of Business

Bachelor of E-Commerce

Module Outline

Academic Year 2022 / 2023 Semester 1

Learning Module	Business Software Applications (e-Commerce)	Class Code	COMP1100-112		
Pre-requisite(s)	None				
Medium of Instruction	English			Credit	3
Lecture Hours	14.5 hrs	Lab/Practice Hours	30.5 hrs	Total Hours	45 hrs
Instructor	Billy Yu		E-mail	billyyu@mpu.edu.mo	
Office	M5-34 Meng Tak Building, MPU		Telephone	8599-3312	

Description:

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

Learning Outcomes:

After completing the module, students will be able to:

1. Understand the fundamentals and terms in selected MS office tools
2. Select appropriate charting and analysis with Excel
3. Compare various method to support analysis need
4. Apply Excel or Access skills to solve business problems
5. Understand how VBA functions in Excel

Alignment of Program and Module Intended Learning Outcomes

PILOs	MILOs
1. Demonstrate an understanding of the business processes and operations and the skillful realization of information technologies required to practice electronic commerce;	3 & 4
2. Apply knowledge in business, mathematics, programming, computing, web development, and database to address complex problems in the context of electronic commerce;	1 & 5
3. Analyze critically the effect of web technology use on organizational performance and develop electronic commerce strategies that fit organizational objectives;	
4. Select and apply tools and technologies to effectively implement electronic commerce systems in business intelligence, enterprise resources planning, supply chain management, and customer relationship management;	2
5. Develop relationships, motivate others, manage conflicts, lead changes, and work across differences in multi-disciplinary electronic commerce projects;	
6. Communicate and work effectively using written and spoken word, non-verbal language, and electronic tools with fellow professionals and different stakeholders in the electronic commerce industry;	
7. Demonstrate a global electronic commerce perspective as evidenced by an understanding of foreign languages and the role of Macau as an interface between the East and the West;	
8. Cope with and manage contemporary advancement related to electronic commerce development and demonstrate lifelong learning attitudes and abilities;	
9. Conduct research and devise innovative electronic commerce models to exploit business opportunities; and	
10. Reflect on professional responsibilities and keep up with the latest electronic commerce issues on legal, environmental, ethical, and societal considerations to benefit society comprehensively.	

Content:

1. Overview and project briefing (3 class hours)
2. Excel Basics (Practice: 6 hours)
 - 2.1 Creating a Worksheet and using formulas
 - 2.2 Using Functions and Creating Tables
3. Charting (Practice: 4 hours)
 - 3.1 Sparkline and
 - 3.2 Charting
4. Simple analysis (Practice: 4 hours)
 - 4.1 What-if analysis
 - 4.2 Vlookup and Validating Data
5. Excel in practices (Practice: 7.5 hours)
 - 5.1 Using Advanced Sorting and Filtering
 - 5.2 Using Add-Ins in Excel
6. Midterm Exam I (1.5 hours)
7. Reviewing midterm exam result and briefing for project presentations (1.5 hours)
8. Project Demo (3 hours)
 - 8.1 Audit and corrections
9. VBA in Excel (Practice: 6 hours)
 - 9.1 Sub and function
 - 9.2 Argument passing
 - 9.3 Use of Loops – FOR & DO
 - 9.4 Conditional clauses
10. Introduction to database and Access (Practice: 3 hours)
 - 10.1 Building database
 - 10.2 Making relations
11. Midterm Exam II (1.5 hours)
12. Reviewing midterm exam result (1 hours)
13. Project Presentation (3 hours)

Teaching Method:

Students are required to participate attentively to lecturer explanation and practice in a step-by-step manner. They are required to apply the techniques in real business problems as well as in group project. A high level of self-learning, with the reference books or any other resources, is vital and expected in their projects and examinations.

Attendance:

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic University”. Students who have less than the required

attendance for the enrolled subject are not eligible to attend the final or re-sit examinations and will be given an “F” as their final grade.

Assessment:

This module 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	35%
2.	Midterm I	Midterm Examination (written)	25%
3.	Midterm II	Midterm Examination (written)	30%
4.	Class performance	In-class Q&A, exercises, leaning attitudes and level of participations	10%

Plagiarism Policy:

It is student’s responsibility to ensure that his/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.

Academic Integrity:

Academic honesty is the basis for academic achievement. Cheating or dishonest act in assignments, projects, mid-term or final examination is a serious offense: a maximum grade deduction of 100% will be exercised.

Teaching Material(s):

Textbooks

1. Hein Smith (2018) *Excel VBA: A Step-By-Step Guide To Learn And Master Excel VBA Programming*, CreateSpace Independent Publishing Platform, ISBN 1722122129
2. Paul McFedries (2015) *Teach Yourself VISUALLY Excel 2016*, Wiley, ISBN 978-1-119-07473-1.
3. Laurie A. Ulrich and Ken Cook (2018) *Access 2019 For Dummies*, For Dummies, ISBN 978-1119513261.

References

1. Andrew Couch (2013) *Microsoft Access 2013 Plain & Simple*, Microsoft Press, 9780735669444.
2. Shelley Gaskin & Alicia Vargas (2017) *GO! with Microsoft Excel 2016 Comprehensive*

Prentice Hall, ISBN 134443926.

3. John Walkenbach,(2010) *Excel 2010 Power Programming with VBA* (Mr. Spreadsheet's Bookshelf) Wiley, ISBN 0470475358.
4. Joyce Cox and Joan Lambert (2013) *Microsoft Access 2013 Step by Step*, Microsoft Press, 978-0-7356-6908-6

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.