Macao Polytechnic Institute  
School of Business  
Bachelor in E-Commerce  
Course Syllabus

Academic Year 2016 / 2017  
Semester 1

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Business Software Applications (e-Commerce)</th>
<th>Course Code:</th>
<th>COMP1100 – 11321 / 11421</th>
</tr>
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<tbody>
<tr>
<td>Pre-requisite(s):</td>
<td>None</td>
<td></td>
<td></td>
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<tr>
<td>Language of instruction:</td>
<td>English</td>
<td>Credits:</td>
<td>3</td>
</tr>
<tr>
<td>Course Duration:</td>
<td>45 hrs</td>
<td>Total Course Duration:</td>
<td>45 hrs</td>
</tr>
<tr>
<td>(Theory)</td>
<td>Course Duration (Practice)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor:</td>
<td>Billy Yu</td>
<td>E-mail:</td>
<td><a href="mailto:billyyu@ipm.edu.mo">billyyu@ipm.edu.mo</a></td>
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<td>Office:</td>
<td>M5-34</td>
<td>Telephone:</td>
<td>8599-3312</td>
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Course Description:
This is an introductory course for Business Software Applications. This course covers 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 course, students will be able to:
1. Understand the fundamentals and terms in MS office tools;
2. Carry out charting and basic analysis with Excel or Access
3. Compare various method to support analysis need
4. Apply the Excel or Access skills to solve business problems.
Content:
1. Course overview and course project briefing (3 class hours)
2. Excel Basics (6 hours)
   2.1 Creating a Worksheet and using formulas
   2.2 Using Functions and Creating Tables
3. Charting and simple analysis (6 hours)
   3.1 Sparkline and Charting
   3.2 What-if analysis, Vlookup and Validating Data
4. Excel in practices (7.5 hours)
   4.1 Using Advanced Sorting and Filtering
   4.2 Using Add-Ins
5. Midterm Exam (1.5 hours)
6. Reviewing midterm exam result and briefing for project presentations (1.5 hours)
7. Project Demo (3 hours)
   7.1 Audit and corrections
8. VBA in Excel (4.5 hours)
   8.1 Sub and function
   8.2 Argument passing
   8.3 Use of Loops – FOR & DO
   8.4 Conditional clauses
9. Introduction to database and Access (3 hours)
   9.1 Building database
   9.2 Making relations
10. Access functions (3 hours)
    10.1 Forms and Reports
11. Project Presentation (3 hours)
12. Final Exam (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 during the course must meet the attendance requirements as stated in the ‘Academic and Disciplinary Rules and Regulations’. 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 course is graded on a 100 point scale, with 100 being the highest possible score and 50 the pass score.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Project</td>
<td>20 %</td>
</tr>
<tr>
<td>2.</td>
<td>Midterms</td>
<td>30 %</td>
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<tr>
<td>3.</td>
<td>Examination</td>
<td>50 %</td>
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</table>

**Total Percentage:** 100 %

Teaching Material(s):

**Textbooks**


**References**


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.