

University College of the Cayman Islands

ASSOCIATE DEGREE SYLLABUS

**COURSE NAME: COMPUTER APPLICATIONS
IN BUSINESS**

COURSE #: COM 110

COURSE DESCRIPTION

This course includes word processing, spreadsheets and databases, as well as the use of the Internet for browsing and e-mail. It focuses on practical computer application and is designed to equip the student with a broad knowledge of computer systems and applications.

Credits: 3

Prerequisite: NONE

COURSE OBJECTIVES

This course is intended to enable the student to:

1. Edit, format and print a document, a worksheet and produce printed reports.
2. Apply formatting features including page breaks, margins, headers and footers, move, copy, search and replace text.
3. Be able to use features such as Merging, Creating Tables, Labels, Envelopes and Graphics, automatic Paragraph numbering, Referencing, Table of Contents and Indexing.
4. Apply desktop publishing features to a document to improve upon its effectiveness.
5. Design and enter data into a spreadsheet and apply formatting to enhance spreadsheet effectiveness.
6. Cut, paste, and perform calculations across multiple worksheets.
7. Understand the consolidation of multiple worksheets.
8. Enter data using Autofill and series Fill features.
9. Use functions, formulas and graphs.
10. Design and create database and enter, edit and print database records.
11. Sort records in a database and create customized forms to enter and edit data.
12. Query the database using criteria selection and design database reports.
13. Integrate various business applications.
14. Familiarize the student with the World Wide Web.

COURSE CONTENT

I Basic Concepts and Document Creation

Word processing Control Screen, Toolbars, Menus, and Global Help Features

Edit a Business Document – Insert, Delete, Move, Cut, Copy and Paste, Undo and Redo
Saving, Opening, Viewing, and Printing a document

Auto Correct, Auto Text Features, Spell Check and Grammar Check
Find and Replace Text

II Enhancing a Business Document

Text Alignment and Vertical Alignment
Font Faces, Style and Size
Bullets and Numbering
Spacing, Indentation
Margins and Tab Settings

III Working With a Large Business Document

Hard Page, Soft Breaks, Headers and Footers
Page Numbering and Page Number Location
Page Setup Features
Bookmarks and Watermarks
Table of Contents and Indexing
Create Indexing
Footnotes and Endnotes

IV Merging Business Documents

Main and Data Source Creation
Merge Procedure
Create Label and Envelope Files

V Word Processing Desktop Publishing Features

Insert WordArt and Graphic Images into a Document
Fills – Uniform Colours, Shades, Patterns and Gradient
Objects – Sizing, Cropping, Stretching, Scaling, and Framing

VI Building a Worksheet

Work with the spreadsheet Control Menu
Selecting a Cell and Range of Cells
Entering and Formatting Numbers, Formulas and Labels
Undo an Entry and Error-corrections
Saving and Retrieving Worksheet Files
Cut, Copy, and Paste Labels, Numbers, Ranges and Formulas

VII Worksheet Refinement

Functions, AutoCalculate, AutoComplete
Apply Bold, Italics and Underlining
Styles – Fonts, Shading, Colour, Border and Patterns
Headers and Footers
Relative, Absolute and Mixed Cell References
Insert Columns and Rows
Transpose Data

VIII Statistical and Financial Functions

Statistical Functions – Sum, Average, Variance, Standard Deviation

Commonly used Financial Functions – PMT, PV, and FV
Use a One-Input and Two-Input Table

IX Designing Charts

Select Data, Add text box and Change Fonts
Change Colors and Add Borders
Add Gridlines and Legends
Embed a Graph into a Worksheet
Save and Print a Graph

X Worksheet Consolidations

Creating Multiple Worksheets
Moving around, Viewing and Grouping Workbooks
Workbook to Workbook transfer

XI Spreadsheet Database Features

Components, Planning and Design of a Database
Use Sort Keys to Sort Database Records
Setting Wildcard Criteria, Find and Extract Database Records
Single and Multiple Criteria Data Extraction

XII Macros

Create, Edit and Save a Macro
Use the Global Macro Sheet
Run a Macro and Assign a Macro to an Icon

XIII Constructing a Database

Definition, Planning, Construction of a database
Editing records and changing field properties
Previewing and printing the table
Restructuring the database and creating validity checks
Sorting records

XIV Forms Design

Creating a customized form
Changing the form layout and adding text
Entering records using the form
Printing and saving the database form structure

XV Database Query

Query design, wildcard and comparison operators in database queries
Querying multiple tables in a database
Creating calculated fields

XVI Constructing Database Reports

Designing, creating, and changing report structures
Viewing the report

Creating mailing labels

XVII Internet Concepts

World Wide Web concepts

Search Engines – explore search engines such as Lycos and Yahoo

Electronic mail – Send and receive e-mail

XVIII Integrating Applications

Importing from other applications such as Word, Excel and Access

Exporting files for use in other applications

Merging Database table with Word Document

Object Linking and Embedding

ASSESSMENT

Mid-semester Test	-	20%
Projects	-	30%
Final Examination	-	50%
Total		100%

REQUIRED TEXT

The following textbook(s) will be used for this course:

Cashman, Shelly, Vermaat, *Microsoft Office XP*, Course Technology ISBN: 0-619-20002-2