

	<b>Program: ND Computer Technology</b>	<b>Course code:</b> CPT 126		<b>Contact hours:</b> 4 hours/week
	<b>Subject/Course:</b> Software Applications II			<b>Theoretical:</b> 0 hours/week
	<b>Year:1</b> <b>Semester: II</b>	<b>Pre-requisite: CPT 116</b>		<b>Practical:</b> 4 hours/week

<p>General Objectives</p> <p>1. Use Advanced Excel Package (Excel).</p> <p>2. Use Access Application</p>
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<b>General Objective1:</b> To understand operating systems and be able to use GUI						
	<b>Theoretical contents</b>			<b>Practical contents</b>		
<b>Week/s</b>	<b>Specific learning outcomes</b>	<b>Teacher's activities</b>	<b>Resources</b>	<b>Specific learning outcomes</b>	<b>Teacher's activities</b>	<b>Resources</b>

<b>General Objective3:</b> To use correctly an advanced Spreadsheet g package.(Excel)						
1				Revision on how to Generate formulas using cell references and arithmetic operators, Macro, forms, etc.,	To Demonstrate: Revision on how to multiply, divide, etc.).  How to use the absolute/relative functions, SUM, AVG, MAX, Min, Count, etc.  How to apply format to numbers And generate formulas using standard functions such as sum, average, minimum, maximum, count, functions.	Networked PC Lab Excel package Appropriated exercises stored on each PC Internet access Smart board/ white board /

<b>General Objective 2: to correctly use spreadsheets in forecasting projects and financial analysis.</b>						
2				2.1 Know how to use excel in real life situation such as calculating results for students and payroll for workers, macros, forms	Demonstrate:  How to use forms, macros, absolute referencing and if-functions to prepare results, payrolls, etc. for a named company (e.g. Electricity company).	Networked PC Lab Excel package Appropriated exercises stored on each PC Internet access Smart board/ white board
3				2.2 Know how to use financial functions to forecasting project budgets, financial analysis.	Demonstrate:  How to use excel in forecasting project cost, financial analysis, etc. such production budgets, Sales Budgets, workshop cost, etc	Networked PC Lab Excel package Appropriated exercises stored on each PC Internet access Smart board/ white board
4				2.3 Know how use excel in production scheduling and control and other forms of modelling	Demonstrate:  How to use excel production scheduling and control and other forms of modelling	Networked PC Lab Excel package Appropriated exercises stored on each PC Internet access Smart board/ white board
5				2.4 Know how to use excel to carry out general statistical/financial such as confidence intervals, LOOKUP/V-LOOKUP,	Demonstrate:  Demonstrate how to use financial functions such as NP, NPV, PMT,DB/DDB, Lookup/VLookup etc..	Networked PC Lab Excel package Appropriated exercises stored on each PC Internet access Smart board/ white board
6				2.5 Know how to share data among applications	Demonstrate how to share data among applications, giving real case situation.	Networked PC Lab Excel package Appropriated exercises stored on each PC Internet access Smart board/ white board
<b>Objective 3: To correctly use the Develop Database using Access</b>						
7				3.1 Know how to design and use Database using Access.	What is Database, data, data organization-(field, record, file, database and data warehouse), primary/secondary key, data integrity, advantages/disadvantages?	Networked PC Lab Access package Appropriate exercises stored on each PC Internet access Smart board/ white board

					Demonstrate: the menu bar, toolbar, task pane, status bar, office assistance in access  How to design the table structure using a (e.g. school).	
8				3.2 Know how to design the tables in Access from the table structure	Demonstrate:  How to design the tables. using the design view  How to design the tables using the wizard  .	Networked PC Lab Access package Appropriate exercises stored on each PC Internet access Smart board/ white board
9				3.3 Know how to design the tables in Access from the table structure	Demonstrate:  How to design the tables using the design view and the wizard (cont)  Creating relationships among the tables..	Networked PC Lab Access package Appropriate exercises stored on each PC Internet access Smart board/ white board
10				3.4 Know how to design the tables in Access from the table structure	Demonstrate:  How to design the forms from the tables designed, using the design view and the wizard  How to use the forms to capture data	Networked PC Lab Access package Appropriate exercises stored on each PC Internet access Smart board/ white board
11				3.5 Know how to create queries and reports	Demonstrate:  How to create reports using queries and tables using wizard and design view	Networked PC Lab Access package Appropriate exercises stored on each PC Internet access Smart board/ white board
12				3.6 Know how to create queries and reports (cont)	Demonstrate:  How to create reports using queries and tables using wizard	Networked PC Lab Access package Appropriate exercises stored on each PC Internet access

					and design view	Smart board/ white board
13				3.7 Know how to use pages and macro objects	Demonstrate:  How to use macros and pages in access	Networked PC Lab Access package Appropriate exercises stored on each PC Internet access Smart board/ white board
14				3.8 Know how to create queries and reports	Demonstrate:  How to create reports using queries and tables using wizard and design view	Networked PC Lab Access package Appropriate exercises stored on each PC Internet access Smart board/ white board
15				3.9 be able to build a simple database for a given situation	Guide students to develop the database.	Networked PC Lab PowerPoint package Appropriated exercises stored on each PC Internet access  Smart board/ white board.

ASSESSMENT (%)					
	Continuous	Mid Semester	End Semester	Total	
<b>Practical</b>	20	20	60		100