

## Caritas Institute For Further & Adult Education - Kowloon Teaching Plan

**Programme:** Certificate in Business and Administration

**Academic Year:** 2009-2010

**Programme Code:**

**Module Name :** Computer Applications MS Office

**Number of Lecture Weeks:** 30 weeks

**Contact Hours/Week:** 2 hours

### Aims Objectives

This course aims at helping students to:

- acquire the basic knowledge of computer concepts; and
- understand the functionality of Microsoft Office including Excel, Word and PowerPoint;

Upon completion of this course, students should be able to grasp the skills of applying the computer software essential for office practices.

### Indicative Teaching Schedule

Lecture week	Major Lecture Outline	Class Activities/ Continuous Assessment
1	<b>1. Keyboarding and Windows Basics</b> - Overview	
2	- Editing and formatting basics	
3	<b>2. 倉頡輸入法</b> - 認識倉頡字母	
4	- 倉頡輔助字型 (一)	
5	- 倉頡輔助字型 (二)	
6	- 倉頡輔助字型 (三)	
7	- 取碼通則及取碼原則	
8	- 例外字	
9	- 中文符號輸入	Assignment 1
10	<b>3. Microsoft Word</b> - Basic skills	
11	- Page setup and print options -	

12	- Graphics manipulation, format painter -	
13	- Footer/header, footnote/endnote -	
14	- Symbols -	
15.	- Mail merge -	
16.	- Save as webpage -	
17.	- Tables	Test
18.	<b>4. Microsoft Excel</b> - Basic skills	
19.	- Creating a worksheet and an embedded chart -	
20.	- Formulas, functions	
21.	- Formatting and web queries (-, %, ^, *, /, +, -)	
22.	- Fill handle, smart tag, auto sum, average, MIN, MAX	
23.	- PMT, PV, FV, goal seek	
24.	- Verifying formulas using range finder, formatting worksheet	
25.	- Percent style format, conditional format	
26.	- What-if analysis, charting, and working with large worksheets, nested-if	Assignment 2
27.	<b>5. Microsoft PowerPoint</b> - Basic skills	
28.	- Insert slide, photos, sound clips, animation, and movie	
29.	- Create custom animation	
30.	- <b>Final Examination</b>	

### Assessment

Modes of assessment	Relative weighting
Assignments	20%
Test(s)	20%
Examination	60%
Total	100%

**Principal Reading**

Microsoft Office, Introductory Concepts and Techniques, Shelly Cashman Series

**Submitted by:** \_\_\_\_\_  
**Name:** NG CHI CHUNG FRANCIS **Date** \_\_\_\_\_

**Endorsed by:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Subject Leader)

**Endorsed by:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Prefect of Studies/Principal)