

Module Documentation



INFO06041

Advanced Computer Applications

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INFO06041

Advanced Computer Applications

Short Title	Advanced Computer Application		
Full Title	Advanced Computer Applications		
Attendance	N/A	Discipline	482 COMPUTER USE (INFO TECH)
Coordinator	Clare OGrady	Department	Business
Co Author(s)	Tony Duggan		
Official Code	INFO06041	NFQ Level	06
		ECTS Credit	05

Module Description

The aim of this module is to develop advanced MS Word and Excel skills which will enable the student to accomplish more advanced business operations associated with text production and spreadsheets. Students will work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges.

Learning Outcomes

On completion of this module the learner will/should be able to

1. Demonstrate advanced and efficient information/text processing skills by designing and producing quality professional business documents using advanced text, paragraph, column and table formatting.
2. Create business documents and enhance productivity and efficiency by incorporating referencing features, fields, forms and templates.
3. Demonstrate the appropriate use of advanced word processing tools and features including: macros, mail merge, managing large documents, collaboration and security features.
4. Integrate business data by using linking and embedding features with other office applications.
5. Produce, based on business case study scenarios, well-crafted spreadsheets that are easy to understand, maintain, audit, and operate.
6. Design and create professional spreadsheets using advanced conditional and customising formatting and incorporating logical, statistical and financial functions.
7. Organise, summarise and analyse business data using advanced tools including analysis, filter and sort.

Teaching and Learning Strategies

The module will be delivered in practically based laboratory sessions. Students will produce business documents and spreadsheets based on real business scenarios and excel case

studies.

Assessment Strategies

100% Assessment; 50% Word 50% Excel

Repeat Assessment Procedures

2 hour repeat practical exam

Module Dependencies

Prerequisite Modules

None

Corequisite Modules

None

Incompatible Modules

None

Indicative Syllabus

MS WORD

File Management

Importing files

Opening non native files in word

Save in alternate file formats

Saving to remote locations

Links

Inserting hyperlinks

Creating bookmarks

Insert watermarks

Page Layout

Advanced headers / footers

Advanced page numbering / outlining

Customising

Customise quick access toolbar

Customise ribbon

Splitting windows

Record simple macros

Assigning shortcut keys

Printing sections

Password protect

Organising your document

Order, Group

Sections

Preventing paragraph orphans

Multiple columns within sections

Adding titles to sections

Tables

Advanced Tables

Converting text to tables

Configuring cell margins

Autofit options

References

Inserting end notes

Footnotes (locations)

Endnote formats

Modifying footnote numbering

Inserting citations

Inserting bibliography

Objects

Using building blocks organiser

Picture effects

Artistic effects

Mail merge

Mail merge

Manage recipient lists

Insert merged fields

Preview results

MS EXCEL

General Spreadsheet Knowledge and Skills

Organise and analyse business data.

Consolidate data.

Create, edit, and use templates and styles.

Review worksheets.

References

Relative; absolute; mixed cell.

Formulas and Functions

Mathematical and statistical

TRUNC; ROUND; COUNTA; COUNTIF; COUNTBLANK; MODE; MEDIAN; PERCENTILE.

Logical

Logical IFs; nested IFs; AND; OR.

Reference: VLOOKUP; HLOOKUP; MATCH; TRANSPOSE; ARRAYS.

Financial

FV; PV; PMT; NPV; RATE.

Validation

Validate data entry; trace precedents and dependents; trace errors.

Data Tables

One Input; two input.

Scenarios

What-IF Analysis; Scenario Manager; Goal Seek; summary reports.

Pivot tables

Set up; create; filter; use slicer; group and outline data; include subtotals; extract filtered data.

Advanced Charts

Edit, format, and customise bar; column, pie, line, area, and X Y (Scatter) charts.

Macros

Record; edit; run; add to toolbar.

CourseWork / Assessment Breakdown

CourseWork / Continuous Assessment	100 %
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Coursework Assessment Breakdown

Description	Outcome Assessed	% of Total	Assessment Week
Word	1,2,3,4	50	TBA
Excel	4,5,6,7	50	TBA

End Exam Assessment Breakdown

Description	Outcome Assessed	% of Total	Assessment Week
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ACCS Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

Open Learning Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

Distance Learning Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

Part Time Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

Full Time Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
Laboratory Practical	Not Specified	Laboratory	3	Weekly	3.00

Total Average Weekly Learner Workload 3.00 Hours

Online Learning Mode Workload

Type	Location	Description	Hours	Frequency	Avg Wkly Wrkld
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Total Average Weekly Learner Workload 0.00 Hours

Module Resources

Module Book Resources

None

Module Alternate Book Resources

None

Module Other Resources

None

Module URLs

GMIT Learn-on-line Moodle <http://learnonline.gmit.ie/>

Microsoft Learning Website <http://www.microsoft.com/learning/en-us/default.aspx>

Additional Information

None

ISBN BookList

Book Details

Microsoft Official Academic Course 2013 *Exam 77-418 Microsoft Word 2013 (Microsoft Official Academic Course Series)* Wiley

ISBN-10 0470133074 ISBN-13 9780470133071

Alan Dillon 2014 *Step by Step Spreadsheets* Gill & Macmillan Ltd

ISBN-10 0717160440 ISBN-13 9780717160440

Patrick R O'Beirne 2005 *Spreadsheet Check and Control Systems* Publishing

ISBN-10 190540400X ISBN-13 9781905404001

Microsoft Official Academic Course 2013 *Microsoft Office 2013 (Microsoft Official Academic Course)* Wiley

ISBN-10 0470133066 ISBN-13 9780470133064

John Walkenbach 2010 *Excel 2010 Formulas (Mr. Spreadsheet's Bookshelf)* Wiley

ISBN-10 0470475366 ISBN-13 9780470475362

2011 *An Introduction to Statistics Using MS XL* Academic Conferences Ltd

ISBN-10 1906638551 ISBN-13 9781906638559

Joan Lambert 2011 *MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook* Microsoft Press

ISBN-10 0735648751 ISBN-13 9780735648753

Geoffrey Foy 2014 *Text Production with Microsoft Word 2013* Gill & Macmillan Ltd

ISBN-10 0717156346 ISBN-13 9780717156344

Microsoft Official Academic Course 2013 *Exam 77-420 Microsoft Excel 2013 (Microsoft Official Academic Course Series)* Wiley

ISBN-10 0470133082 ISBN-13 9780470133088

Approval Information

School Approval by Carmel Brennan on 27-03-2015

Academic Council on 01-04-2015

Programme Membership

Code	Intake Year	Programme Title
GA_BBISG_H08	201500	Bachelor of Science (Honours) in Business Information Systems
GA_BBISG_B07	201500	Bachelor of Science in Business Information Systems