

CONSUMER COMPUTER APPLICATIONS

Code du cours Course Code			Titre du cours Course title					
BAC.EAINA.ISCSE.1 301			CONSUMER COMPUTER APPLICATIONS					
Crédits Credits		Période d'enseignement Teaching period					Année Académique Academic Year	
6		fall, spring, summer					2022/2023	
Charge de travail Student workload	Synchrone / Synchronous	Asynchrone / Asynchronous	Travail en équipe Team work	Activités pédagogiques / Pedagogical activities	Travail personnel Personal work	Coaching	Evaluation	Charge totale de travail Total workload
39	0	0	0	0	0	0	6	45
Programme Program			Global BBA					
Discipline Discipline								
Module			-					
Type de cours Course type			core					
Campus			Barcelone, Belo Horizonte, Lille, Nanjing, Raleigh, Sophia					
Campus partenaire								
Course open to students in exchange								
Langue d'enseignement Teaching language		Anglais / English						
Responsable du cours Course leader			MILLELIRI André					
Pré-Requis Prerequisite			None					
Nom des intervenants par campus Instructor(s) names by campus	Belo Horizonte							
	Lille							
	Paris							
	Raleigh							
	Sophia			MILLELIRI André - CAPELLA David				
	Stellenbosch- Le Cap							
	Suzhou							
	Nanjing							

	Barcelone			
	Other			

Descriptif du cours / Course description	<p>to raise the level of competence in computing for all, for those within the work force or hoping to join the work force.</p> <p>To increase productivity for all employees who need to use the computer in their work.</p> <p>To enable better use of investment in the information technology.</p> <p>To ensure all computer users understand the Best Practices and quality issues in using the computer.</p>
Thèmes / Topics	
Résultats d'apprentissage / Intended Learning Outcomes and Skills	<p>A l'issue de la formation, vous serez capable de / As a result of this module, you will be able to:</p> <p>Connaissances / Knowledge and Understanding (subject specific)</p> <p>Have knowledge and understanding of the following subjects: Windows Operating System / Internet and Mail Basics skills about the operating systems focusing on the use of the Explorer, Presentation of Internet explorer and information retrieving on internet using search engines. Presentation of a mail client (attachments, distribution lists). Word processing Create, edit and print text documents, using Microsoft Word. Use styles in order to get a homogeneous layout and simplify document modifications. Insertion of a table of content, caption and table of figures.</p> <p>Aptitudes cognitives / Cognitive skills</p> <p>Attitudes / Key transferable skills</p> <p>Ethical and social understanding</p> <p>Have knowledge and understanding of the following subjects: Basic knowledge for Microsoft Excel use: absolute and relative cells references, formulas and built-in functions, graph Focus will be put on building business oriented spreadsheet. Use Excel in order to perform data analysis (PivotTable, Goal seek, Formula auditing). Presentation Use of Microsoft Power Point to build sets of slides as a support for presentations.</p>
Contribution aux objectifs pédagogiques du programme / Contribution to learning objectives	<p>Indiquer les learning objectives auxquels contribue le cours (en se basant sur le curriculum mapping du programme) / Indicate which learning objectives the course contributes to (based on the program curriculum mapping)</p> <p>LO3.2 : To produce clear, well organized written communication : LG3 : Graduate should be able to communicate in an international environment</p> <p>Cours soumis à évaluation dans le cadre de l'Assurance of Learning pour l'année en cours ? Non / No</p>

Evaluation des étudiants Student Assessment	Evaluation finale (DS) Final examination		40%
	(Précisez la nature pour l'évaluation finale / Explain type for final examination)		
	Cliquez ici pour entrer du texte.		
	QCM - Quiz: Epreuve sur table - Supervised exam: Présentation orale - Presentation: Rapport écrit/Dissertation - Report / Dissertation: Participation - Class participation:		
	Autre, précisez / Other, precise:		
	Contrôle continu Continuous Assessment		60%
préciser nature / Explain type			
Cliquez ici pour entrer du texte.		Nb midterms : 2	
QCM - Quiz:			
Epreuve sur table - Supervised exam:			
Présentation orale - Presentation:			
Rapport écrit/Dissertation - Report / Dissertation:			
Participation - Class participation:			
Autre, précisez / Other, precise:			
Méthodes d'enseignement Teaching Methods	Format de cours / Course format		
	Cours magistral / Lecture - TD / Tutorials		
	Autre, précisez / Other, precise:		
	Activités d'apprentissage / Learning activities		
Personal guided study - Devoirs / Assignments			
Plan de cours Course Plan	<p>General Introduction</p> <p>Presentation of the course structure, the course evaluation and the course requirements</p> <p>What is a computer and how it works (presentation of the main components within the computer)</p> <p>Mass storage, Processor, Motherboard,</p> <p>What's an operating system and how to use it</p> <p>How to use the control panel in order to change the computer's settings</p> <p>Dealing with the information stored on the disks (creating folders, copying, pasting, renaming)</p> <p>Introduction to word processing applications</p> <p>How to type a document. How to select text using the mouse or the keyboard</p> <p>Cut and Paste, copy and paste. How to save and reopen a document</p> <p>Document's settings : page orientation, margins, indentations, paragraph format and font format</p> <p>Print preview, pictures manipulation: insertion, modification, copying, layout</p> <p>Adding captions to the images, adding a table of figures from the captions</p> <p>Headers and footers</p> <p>Tables: insertion of a table, setting the text orientation within the cells and the alignment</p> <p>Customizing the table: column width, row height, shading, borders</p> <p>Styles: Applying a style to a paragraph</p> <p>Insertion of a table of content from the styles structure for the document</p>		

	<p>Creation of an index, adding footnotes and endnotes, dealing with sections</p> <p>Review on Word</p> <p>Midterm test 1</p> <p>Presentation of a spreadsheet application</p> <p>Structure of the workbook, structure of the worksheet</p> <p>Naming the cells and ranges, controlling the way the content of the cell is displayed by using the cell's formatting tools. Creating formulas in order to perform calculations, using cells references within this formula. Difference between absolute and relative cell references. Copy a formula from one cell to another or to a range of cells (by using the fill command or the copy handle). How to use cells from another worksheet and eventually another workbook. Basics predefined functions. Creating charts from the data, customizing the chart</p> <p>Notion of table within the worksheet (focusing on the impact on the fomulas).</p> <p>Autofilter on a table, sorting a table ; Implementing a Word Mail merge using Excel data source</p> <p>Using date and time in cells, Date and time functions</p> <p>Advanced predefined functions (vlookup, hlookup), Database functions</p> <p>Making the fomula conditional by using the if function. Building complex condition using the logical Functions OR, AND and NOT.</p> <p>Goal Seek: How to reach a specific value in a cell by changing another cell in the document (assuming that the two cells are indirectly or directly connected by formulas). Building pivot table and charts.</p> <p>Cell protection, document protection (worksheets and workbooks)</p> <p>Formula auditing, conditional formatting. Hide and show columns or rows. Definition of the print area.</p> <p>Case study 1: Dealing with a real problem, going from the definition to the implementation using Excel.</p> <p>Case study 2: Dealing with a real problem, going from the definition to the implementation using Excel.</p> <p>Excel review</p> <p>Midterm test 2</p> <p>Creation of a slideshow</p> <p>Creation and manipulation of slides</p> <p>Customizing the animations and transitions</p> <p>An homework is assigned to the students on a specific subject (a presentation will be done during the next session)</p> <p>Presentation of a slideshow by each group of students and discussion about those presentations</p> <p>General review about Word, Excel and Powerpoint</p> <p>Questions and answer before the final exam</p> <p>Final exam</p>
<p>Référence Académique / Academic reference</p>	<p>Lectures obligatoires / Required readings :</p> <p>Lectures Recommandées / Recommended readings :</p>
<p>Site(s) web / Web site(s)</p>	<p>Getting started with Office 2010</p> <p>http://office.microsoft.com/en-gb/getting-started-with-microsoft-office-2010-FX100996114.aspx?CTT=97</p>
<p>Licence(s) informatique(s)/ Computer licenses</p>	

Modalités de délivrance du cours (par campus si différent) Course delivery modes (per campus if different)						
Nombre CM Amphi / Number of Lectures	Durée CM Amphi (en heures) / Lecture duration (in hours)	Nombre TD / Number of Tutorial classes	Durée TD (en heures) / Tutorial class duration (in hours)	Asynchrone / Asynchronous	Autres (Distance learning, etc...) (en heures) / Other (in hours)	Préciser les spécificités de programmation (TD journée, cadencement spécifique des séances) / Specify if full-day tutorial class, different schedules
Campus Sophia						
0	0	13	3	0	0	