

Subject Description Form

Subject Code	COMP250
Subject Title	Computer Applications
Credit Value	3
Level	2
Pre-requisite / Co-requisite/ Exclusion	Pre-requisite/Co-requisite: Nil Exclusion: COMP251, COMP252, COMP276
Objectives	This subject provides students with: <ul style="list-style-type: none">• hands-on experience in working with PC and workstation;• hands-on experience in internetworking tools;• hands-on experience in various software packages.
Intended Learning Outcomes	Upon completion of the subject, students will be able to: <u>Professional/academic knowledge and skills</u> (a) appreciate how computers work and understand its limitations; (b) gain the vision of IT and internet; (c) understand and explore the potentials of IT in business and industry; (d) master common application software; (e) learn independently new application software on oneself; <u>Attributes for all-roundedness</u> (f) keep an open-mind to constant change and evolution of technology; (g) learn independently new technology.

Subject Synopsis/ Indicative Syllabus	Topic	Duration of Lectures
	1. Introduction to computer systems Major components of computer systems: central processing units, storage devices and media, inputs / outputs; working principle of computers; types of CPU, memory, input / output devices, functions and operations of system software.	2
	2. Database systems Architecture of database systems; operations of database systems; common database software.	3
	3. Communication tools and Internet Communication and networking concepts; features of Internet; Internet resources; multimedia information; concept of search engine and information retrieval.	2
	4. Common application software Common applications software used on computer, such as Excel, PowerPoint, FrontPage, Dream Weaver, SPSS, Matlab.	3
	5. IT Applications Typical applications of information technologies in different areas in daily life; examples include management information systems, financial applications, logistics applications.	4
	Total	14
Teaching/Learning Methodology	<p>The course material will be delivered as a combination of mass lectures and small group supervised laboratory sessions. Students will practice real application software during laboratory sessions to gain hands-on experiences. In order to suit the needs of students from different fields of study, different laboratory groups covering different combinations of application software packages will be formed. The following types of software packages will be covered selectively, including but not limited to</p> <ul style="list-style-type: none"> • Word processing (e.g., Word) • Spreadsheet (e.g., Excel) • Database (e.g., Access) • Presentation software (e.g., PowerPoint) • Web page design tool (e.g., FrontPage or Dream Weaver) • Graphic software (e.g., CAD or 3D studio) • Mathematical software(e.g., Matlab) • Statistical software (e.g., SPSS) 	

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						
			a	b	c	d	e	f	g
	1. Assignments	20%	✓	✓	✓			✓	
	2. Lab exercises	20%	✓			✓	✓		✓
	3. Project	40%	✓	✓	✓			✓	
	4. Mid-term	20%	✓	✓	✓			✓	
	5. Examination	N/A							
	Total	100 %							
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>The assessment items include assignments, exercises, projects, and tests. Assignments assist students in developing their skills to apply knowledge of computer applications into actual work practice. Exercises and tests give students chances to reflect on learning and experience. Projects are used to develop students' analytic and problem solving skills.</p>									
Student Study Effort Required	Class contact:								
	▪ Lecture		14 Hrs.						
	▪ Laboratory		42 Hrs.						
	Other student study effort:								
	▪ Self learning		14 Hrs.						
	▪ Projects		12 Hrs.						
	Total student study effort		82 Hrs.						
Reading List and References	<p>Reference books:</p> <ol style="list-style-type: none"> Shelly, G.B. and Vermaat, M.E., Discovering Computers 2010: Living in a Digital World, Complete, Thomson Course Technology, 2010. Shelly, G.B., Cashman, T.J., and Vermaat, M.E., Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition, 2010. 								