



NORTHERN CARIBBEAN UNIVERSITY
College of Natural and Applied Sciences and Allied Health
and Nursing
Department of Computer & Information Sciences

CPTR120: COMPUTER APPLICATIONS

Individual Project

SPRING 2025

GENERAL INSTRUCTIONS

1. This Final Project paper consists of FOUR (4) Phases and SEVEN (7) pages including the cover page.
2. READ the project overview to understand the scope of the project, and the requirements and expectations.
3. READ the instructions at the beginning of each Phase carefully.
4. You may state ANY **Assumptions** used in the completion of your project, especially where you are not able to do a real or face-to-face investigation of the company or business you wish to do this project.
5. Final submission **MUST** have a **Word document** (with the **Website URL**), **Excel** File, **Website URL** (inside a **Word document**) and **PowerPoint** File in order to be accepted for grading.
6. Ensure that you READ the **“TO NOTE”** section on the last page of this document.
7. NO LATE SUBMISSIONS WILL BE ACCEPTED

PROJECT OVERVIEW

This project requires students to gain an understanding of the real-world application of technology to transform a small/micro size business with the use of application software such as Microsoft Word, Excel, and PowerPoint; and Google Sites website builder to create a simple website. You are required to read carefully and complete EACH task in ALL FOUR (4) Phases of the project.

You will assume that you are an Information Technology (IT) Specialist and have your own IT company (**one that you will make up, it's not real**) E.g., Tech Geeks etc. In addition, assume that you have been contracted to this project by a **real business** (one that actually exist). As an IT Specialist for this project, you have been given the task of finding solutions to problems that exist within a real business place, the one that has hired you. That is, a business place, office, or department of your choosing. For Example: A Bakery, Doctor's Office, or a Police department, which may have problems that can be solved with the use of MS Office applications and Google site website that you will design for that business.

For your Project you have FOUR (4) main tasks/phases. You are required to do the following:

1. MS Word – Create a proposal document that describes the problem and the solution.
2. MS Excel – Record relevant business data that can be used to create meaningful calculations and generate appropriate reports in the form of graphs and charts.
3. Google Sites – Create a website using the Google Sites Website Builder to promote the operations of a small/micro size business and its products and/or services.
4. MS PowerPoint – Create a presentation where you can present your Findings/Project solution to the business owner.

PHASE 1: WORD PROCESSING USING MS WORD

In this phase, you will focus on the overall problem and solution. You are required to create a Proposal letter/document addressed to the business that have contracted you using MS WORD to include the following:

1. Use the header and footer feature to create a header for your proposal document [2]
2. Use the following information and include in the header of your proposal [4]
 - ✓ Your IT Company Name (the one you made up)
 - ✓ A Logo/Image (You can search for an existing image on Google)
 - ✓ Your Company Contact (Address, phone, email, website etc.)
3. In the body of the document include the following for the business to whom you are sending the proposal (the business that has hired you) [3]
 - ✓ Contact person's Name
 - ✓ The Name of the business (the one that has hired you)
 - ✓ The Business Address,
4. **Problem Statement** - include a description of some problems identified or discovered when you visited the business place and/or observed its operations and/or interviewed some of the customers and workers there. [2]
5. **The Proposed Solution** - Outline the proposed solution to the problem (s) discovered making reference to the software and hardware that can be acquired to assist in solving the issues. [2]
6. **Cost/Benefit** – List the estimated cost and benefits for the business [2]
7. **Proposed Schedule of Activities** – using the table feature, develop a schedule of activities/task that you will perform from the start to the finish of the Project. [2]
8. The **table** should be appropriately formatted using table design styles [2]
9. Ensure that your document has at least TWO (2) pages [1]
10. Use the **spelling and grammar** feature to do spelling and grammar check [2]
11. Use the **references** feature and add a reference page at the end of your document. At least TWO (2) References should be included. Use IEEE format [4]
12. Use **heading styles** to clearly indicate headings & subheadings [2]
13. Use of 1.5-line **spacing**, appropriate fonts, size, simple **formats** such as bold, italic, appropriate **alignment** and **indentation** and **number/bulleted** lists [4]
14. Use of **additional features**: mail merge letters **OR** fillable forms [3]

TOTAL 35 MARKS

PHASE 2: SPREAD SHEET USING MS EXCEL

In this phase, you will examine the same problem(s) described in phase 1 to create a spreadsheet for the business that hired you by using MS Excel. You will create sample records of the data related to the business. This could be in the form of customer records, records of goods or services offered, financial records (profit/loss) or inventory records, *for example:*

Item No.	Item Name	Arrival Date	Quantity (kg)
123AB	Sodium	April 1, 2020	400
072CD	Calcium	May 8, 2020	700

You are expected to:

- ✓ Use formulas for any calculations that may be necessary.
- ✓ Create reports using charts and graphs as needed.
- ✓ Format the spread sheet appropriately.

Create a spreadsheet that has the following specifications:

1. At least TWO (2) Sheets (use colored sheet tabs, and proper names) [3]
2. At least SEVEN (7) Records, all related to the business that hired you [7]
3. At least FIVE (5) Formulas [5]
 - ✓ at least ONE (1) should be SUM or AVERAGE or COUNT or MIN or MAX
 - ✓ at least ONE (1) should be an IF FUNCTION
 - ✓ at least ONE (1) should use an Absolute cell reference
 - ✓ The others may be: **ANY** other **formula** of your choice **OR** advanced **function**
4. Use at least ONE (1) Conditional Format for your spreadsheet [1]
5. Creation of at least TWO (2) Chart/Graphs (use proper titles & labels) [4]
6. Inclusion on title for spreadsheet (name of the business that hired you) [2]
7. Use of appropriate text formats/cell styles [2]
8. Use of appropriate number formats (currency. Percentage etc. [2]
9. Use of appropriate borders & Shadings [2]
10. Use of appropriate row/column headings styles [2]
11. Use of appropriate alignment and indentation [2]
12. Use of **additional features**: Pivot tables **OR** data validation **OR** what if analysis [3]

TOTAL 35 MARKS

PHASE 3: Website Design using Google Sites

In this phase, you will create a website for the business you are doing this project for (the one that hired you) using Google sites website builder with the following requirements:

1. Home page – the main page on the website. The first page that a user will see [4]
 - a. Name of Business
 - b. Business Logo
 - c. Appropriate Background Image (design theme or template)
2. About us page – page that contain information about the business [5]
 - a. Brief description of the business
 - i. Background (how the business started, when, where etc.)
 - ii. Goals/objectives/Purpose
 - iii. Scope of operation (Jamaica, Caribbean, worldwide etc.)
 - iv. Target market or customers (students, children, Jamaicans etc.)
3. Product and/or Services [12]
 - a. **List** of items, products and/or services, and a brief **description**
 - b. Images, photos
 - c. Cost, pricing, packages etc.
4. Contact us page - persons can send a message to the business [7]
 - a. Contact form using Google Forms (with name, subject, email/message box)
 - b. Location/ address
 - c. Contact info (phone, email etc.)
5. **Other content** may include ANY FOUR (4) of the following: [4]
 - a. Opening Hours
 - b. Frequently Asked Questions (FAQ)
 - c. Links to social media pages
 - d. Appointment/delivery form (if applicable)
 - e. Mission, vision
 - f. Promotional content (video Advertisement, sale etc.)
 - g. Terms and condition statement
6. Consistent layout, organization of content, design/theme, font, size colour etc. [3]
7. **N.B.** You will **upload** the **URL/web address/website LINK** to your website in a word document.

TOTAL 35 MARKS

PHASE 4: PRESENTATION *USING MS POWERPOINT*

After completing Phases 1, 2 & 3, you are now required to create a PowerPoint file that will be used to present your final solution as a **Slide presentation** to the company that hired you. This should include your name and your company name (the one you made up/created for yourself), the business that hired you, project title, problem description and solution as well as any other relevant details on the project.

Be guided by the following Sections for the content of your slides:

1. Project Title [3]
 - ✓ Title: Project Title (name of business you are doing the project for)
 - ✓ Sub-title: Presented by Your name, your company (the one you made up)
2. Project Overview [4]
 - ✓ Business (for which you are solving a problem)
 - ✓ Problem Statement
 - ✓ Solution to the Problem
3. Description/explanation of purpose of Software & Content used in Project [10]
 - ✓ MS Excel
 - i. Formulas/functions used
 - ii. Data analysis using Charts/Graphs
 - ✓ Website
 - i. Home page
 - ii. About us Page
 - iii. Contact Us Page
 - iv. Product/Service Page
 - v. Other website Content
4. Conclusion/summary [3]
 - ✓ Include the overall benefits and/or cost savings etc. to the business.
5. Formatting of your presentation should include:
 - ✓ Design/theme of your choice [2]
 - ✓ Use of Smart Art & text formats to enhance your slides [4]
 - ✓ Screen shots/images from MS Excel & website [4]
 - ✓ Slide transitions applied to all slides [2]
 - ✓ Your Name & ID should appear as a footer on all slides [3]

TOTAL 35 MARKS

TO NOTE

Students should **indicate** which **additional features** they have **used in their project**

MS Word Additional Features:

1. **Mail merge** may be used in any of the following ways:
 - a. To create a mail merge main Proposal letter (template)
 - b. To create mail merge letters (to specific members of the business e.g. The business owner, front desk personnel, office assistant, secretary, administrative assistant etc.
2. **Fillable forms** may be used to create a form to collect information as follows:
 - a. Contact Form: To collect contact information of business owner, front desk personnel, office assistant, secretary, administrative assistant etc.
 - b. Business Information Form: To collect Business operations information of the business.
 - c. Membership Form (e.g. to obtain membership card information such as for a supermarket etc.)
 - d. Other forms that may be created may include, but are not limited to:
 - i. Customer form
 - ii. Registration form
 - iii. Feedback Form

MS Excel Additional Features:

Advanced functions may include, but are not limited to:

1. VLOOKUP
2. SumIF
3. CountIF

Pivot tables may be used as follows:

1. Sorting and filtering data based on various headings or labels. For example: for movies you can filter by different genres or for library data, you can filter books by subject areas.

Data validation may be used as follows:

1. You can create dropdown lists for text items to be selected rather than typing.
2. You can create data validation for range of numeric values e.g. for a course credits, to ensure that users only enter the correct values for credit for each course within a range of 1 to 4.