

# Macao Polytechnic University

## Faculty of Applied Sciences

### Bachelor of Social Sciences in Sino-Lusophone Trade Relations

#### Module Outline

Academic Year 2022/2023 Semester 2

<b>Learning Module</b>	Information Technology	<b>Class Code</b>	COMP1101-121/122		
<b>Pre-requisite(s)</b>	Nil				
<b>Medium of Instruction</b>	Chinese / English			<b>Credit</b>	3
<b>Lecture Hours</b>	15 hrs	<b>Lab/Practice Hours</b>	30 hrs	<b>Total Hours</b>	45 hrs
<b>Instructor</b>	Wilson Ho		<b>E-mail</b>	kcho@mpu.edu.mo	
<b>Office</b>	A216, Chi-Un building		<b>Telephone</b>	8599-6586	

#### Description

In a society with increasingly globalized knowledge, it is crucial to equip students with digital skills that enable them to understand Information and Communication Technologies (“ICT”) as useful and effective working tools. It intends to explore the main concepts in the field of ICT in terms of both hardware and software.

An introductory approach will also be made to some current technological tools that will give practitioners knowledge and ability in the manipulation of applications that maximize their productivity.

#### Learning Outcomes

After completing the learning module, students will be able to:

1. Understand the importance of information technology and identify key concepts and terminologies related to ICT
2. Understand general concept of the internet and its applications
3. Develop and format text documents
4. Understand basic concepts of worksheet
5. Create and customize presentations

## **Content**

1. Introduction to ICT (15 hours)
  - 1.1 Campus Network and Systems
  - 1.2 Concepts and Terminologies of Computers
  - 1.3 Internet and its Applications
  - 1.4 Software and Applications
  - 1.5 Inputs and Outputs
  - 1.6 Basic Computer Networks
  - 1.7 Intellectual Property
  - 1.8 Technology Ethics
  - 1.9 Health Concerns of Using Computers
  - 1.10 Green Computing and its Strategies
- Practice (30 hours)**
2. Creating a Professional Document with Word (6 hours)
  - 2.1 Inserting and Formatting Picture/Table
  - 2.2 Using Columns and Section Breaks
  - 2.3 Applying Advanced Paragraph Formatting
3. Creating a Research Paper/Dissertation with Word (6 hours)
  - 3.1 Paragraph Setting and Styles
  - 3.2 Creating Footnote
  - 3.3 Creating Table of Content & Table of Figures
  - 3.4 Proofing & Revising Research Paper
  - 3.5 Preparing Citation and Reference List
4. Advanced editing (6 hours)
  - 4.1 Creating a Letter Head and Cover Letter
  - 4.2 Creating a Resume Using a Template
  - 4.3 Using Mail Merge to Create Forms, Letters and Mailing Labels
5. Working with Worksheet (2 hours)
  - 5.1 Worksheet Formatting
  - 5.2 Formulas and Functions
6. Analyzing Data with Spreadsheet (6 hours)
  - 6.1 AutoFilter and Advanced Filter
  - 6.2 What-if Analysis
  - 6.3 Charting
  - 6.4 Working with Large Worksheets
  - 6.5 Linking an Excel Worksheet and Chart to a Word document

7. Working with MS PowerPoint Presentation (2 hours)
- 7.1 Formatting and Organizing Slides
  - 7.2 Slide Design and Layout
  - 7.3 Using Slide Master
8. Preparing for Presentation (2 hours)
- 8.1 Rehearse Timing
  - 8.2 Slide Transition
  - 8.3 Graphics and Animation

### **Teaching Method**

Lectures, lab practice, and tutorials.

### **Attendance**

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic University”. Students who do not meet the attendance requirements for the course will not be permitted to sit the final or re-sit examination and shall be awarded an ‘F’ grade.

### **Assessment**

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 being the passing score.

	<b>Item</b>	<b>Description</b>	<b>Percentage</b>
1.	Assignments	Lab-based exercises	20 %
2.	Tests	Knowledge assessment	30 %
3.	Final examination	3-hour examination	50 %
<b>Total Percentage:</b>			100%

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the course is 50 or above.

Students with an overall final grade of less than 35 are NOT allowed to take the re-sit examination.

**Cheating Warning:** Plagiarism is an act of fraud. It is using others’ ideas and words without clearly acknowledging the source of that information. A zero mark to that piece of work will normally be given if a student copies someone else’s work or a student let someone copy his/her work.

## **Teaching Material(s)**

### **Textbook(s)**

1. Vermaat, Sebok, Freund, Campbell, and Frydenberg (2018). *Discovering Computers 2018 (1<sup>st</sup> ed.)*. Cengage Technology.
2. S. Cable (2019). *Microsoft Office 365 & Office 2019: Introductory (1<sup>st</sup> edition)*. Cengage Learning.

## **Reference**

### **Reference book(s)**

1. D. Morley. (2011). *Understanding Computers in a Changing Society (4<sup>th</sup> ed.)*. Course Technology.
2. B. K. Williams, S. C. Sawyer. (2010). *Using Information Technology: a practical introduction to computers & communications (8<sup>th</sup> ed.)*. McGraw-Hill.
3. R. Nordell (2016). *Microsoft Office 2016: In Practice (1<sup>st</sup> edition)*. McGraw-Hill Education.