FACULTY OF BUSINESS

BACHELOR OF MANAGEMENT

LEARNING MODULE OUTLINE

Academic Year	2024-2025	Semester	2
Module Code	Business Computing with Internet Applications		
Learning Module	COMP1110-122		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45
Instructor	Dr. Siu Wai Cheong	Email	siuwaich@mpu.edu.mo
Office	M519	Office Phone	8599-3331

MODULE DESCRIPTION

This course provides a foundation to the Internet/Intranet technologies by teaching students on how to use Internet browsers. This course also focuses on the design and development of Web pages. It covers the basic elements/structure of HTML documents, Web site development process, and most importantly the different components used in Web pages.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

On completion of this learning module, students will be able to:

M1.	Using browsers to search information on the Web;
M2.	Learn the Web site development process, basic HTML structure, and use Dreamweaver to develop Web sites.
M3.	Using tools, such as Dreamweaver, to create different components to be used in website and mobile apps;

These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

Bachelor of Management

PILOs	M1	M2	M3
P1. Integrate contemporary Management theories and business disciplines relevant to general business practices.			
P2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.			
P3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.		✓	✓

P4.	Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.			
P5.	With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.	✓		
P6.	Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.			
P7.	Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.	✓	✓	✓

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Customizing Your Workspace (Understand the interface of Dreamweaver)	2
1	HTML Basics (Understand the structure of HTML)	1
2	CSS Basics (Master the using of CSS)	3
3	Web Design Basics (Understand the basic design principles of web page design)	1
3-4	Creating a Page Layout (Understand the framework of the web pages)	3
4	Working with Templates (Understand the usage of templates)	2
5-6	Working with Text, Lists, and Tables (Master the using of web page elements)	4
6-7	Working with Images (Master the using of images in web pages)	3
8	Working with Navigation (Understand the design principles for web sites)	4
9	Adding Interactivity (Master the tools that provide interactivities between clients and web pages)	3
10	Designing for Mobile Devices (Understand the basic design principles of web pages for mobile devices)	3
10-11	Working with a Web Framework (Master the using of Dreamweaver to create the framework of the web pages)	4
12	Into the Internet (Understand the basics of the Internet)	3
13	Browsing the Web (Understand the functions of web browsers)	3
14	Searching the Web. (Master the using of search tools)	3
15	Midterm Examination	3

TEACHING AND LEARNING ACTIVITIES

In this learning module, students will work towards attaining the ILOs through the following teaching and learning activities:

Teaching and Learning Activities	M1	M2	M3
T1. Lectures,	✓	✓	✓
T2. videos,		✓	
T3. case studies,			✓
T4. group discussion		✓	✓

ATTENDANCE

Attendance requirements are governed by the Academic Regulations Governing Bachelor's Degree Programmes of the Macao Polytechnic University. Students who do not meet the attendance requirements for the learning module shall be awarded an 'F' grade.

ASSESSMENT

In this learning module, students are required to complete the following assessment activities:

Assessment Activities	Weighting (%)	ILOs to be Assessed
A1. Assignments	20%	M1-M3
A2. Projects	40%	M1-M3
A3. Midterm Exam	40%	M1-M3

The assessment will be conducted following the University's Assessment Strategy (see www.mpu.edu.mo/teaching_learning/en/assessment_strategy.php). Passing this learning module indicates that students will have attained the ILOs of this learning module and thus acquired its credits.

MARKING SCHEME

	Assessment Task	Criterion	Excellent	Very Good, Good	Satisfactory	Pass	Fail
			A, A-	B+, B, B-	C+, C, C-	D+, D	F
			88% - 100%	73% - 87%	58% - 72%	50% - 57%	0 – 49%
1.	Projects /Assignments (if applicable)	Demonstrate the understanding of the subjects					

2.	Oral presentation (if applicable)	Demonstrate the ability to answer questions on topics covered in the outline					
3.	Midterm / Final / Resit Exam (if applicable)	Demonstrate the understanding of the subject and the arguments are articulated and organized in terms of skills, presentation, writing, concepts, methods and techniques. Be able to provide a specific conclusion / solution in some cases (if applicable)	High	Significant	Moderate	Basic	Not even reaching marginal levels

REQUIRED READINGS

Jim Maivald, 2019, Adobe Dreamweaver CC Classroom in a Book (2019 release), Adobe Press

REFERENCES

Jennifer Campbell, 2015, Discovering the Internet: Complete, Cengage Learning

STUDENT FEEDBACK

At the end of every semester, students are invited to provide feedback on the learning module and the teaching arrangement through questionnaires. Your feedback is valuable for instructors to enhance the module and its delivery for future students. The instructor and programme coordinators will consider all feedback and respond with actions formally in the annual programme review.

ACADEMIC INTEGRITY

The Macao Polytechnic University requires students to have full commitment to academic integrity when engaging in research and academic activities. Violations of academic integrity, which include but are not limited to plagiarism, collusion, fabrication or falsification, repeated use of assignments and cheating in examinations, are considered as serious academic offenses and may lead to disciplinary actions. Students should read the relevant regulations and guidelines in the Student Handbook which is distributed upon the admission into the University, a copy of which can also be found at www.mpu.edu.mo/student_handbook/.

FACULTY OF BUSINESS

BACHELOR OF ACCOUNTING/ MANAGEMENT/ BUSINESS ADMINISTRATION IN MARKETING
LEARNING MODULE OUTLINE

Academic Year	2024-2025	Semester	2
Module Code	Business Computing with Internet Applications		
Learning Module	COMP1110-124		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45
Instructor	Dr. Lai Tsz Ming, Terence	Email	tmlai@mpu.edu.mo
Office	M533	Office Phone	8599 3346

MODULE DESCRIPTION

This course provides a foundation to the Internet/Intranet technologies by teaching students on how to use Internet browsers. This course also focuses on the design and development of Web pages. It covers the basic elements/structure of HTML documents, Web site development process, and most importantly the different components used in Web pages.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

On completion of this learning module, students will be able to:

M1.	Using browsers to search information on the Web;
M2.	Learn the Web site development process, basic HTML structure, and use Dreamweaver to develop Web sites.
M3.	Using tools, such as Dreamweaver, to create different components to be used in website and mobile apps;

These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

Bachelor of Business Administration in Marketing

PILOs	M1	M2	M3
P1. Explain the core concepts, values and skills Students are able to apply the marketing principles, concepts, theories in analyzing the changing business environment.			
P2. Apply appropriate tools and technologies Students are able to demonstrate using related tools, technology and skills to generate proposals and solutions.		✓	✓
P3. Proceed lifelong learning Students are able to apply self and independent learning to leverage learned knowledge in practical life.	✓		

P4.	Adopt leadership approaches Students are able to develop collaborative groups, synergy teams in achieving objectives and shared goals.		
P5.	Demonstrate and practice legal and ethical values Students are able to identify professional ethics from broad business practices.		
P6.	Effective communication skills Students are able to communicate and present ideas effectively.		
P7.	Critical thinking Students are able to apply self understanding and analysis of critical perspectives to issues in broad conditions for problem solving.		
P8.	Intercultural competence Students are competent to associate in a diversified social and global community.	✓	

Bachelor of Management

PILOs	M1	M2	M3
P1. Integrate contemporary Management theories and business disciplines relevant to general business practices.			
P2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.			
P3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.		✓	✓
P4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.			
P5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.	✓		
P6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.			
P7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.	✓	✓	✓

Bachelor of Accounting

PILOs	M1	M2	M3
P1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.			
P2. Assess general business scenarios with mathematical and statistical skills.			
P3. Apply critical thinking and logical analysis skills and techniques to solve business problems.			
P4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously			

	improve business process.			
P5.	Apply accounting or business software for business analysis.		✓	✓
P6.	Develop queries to assess management information from database to improve efficiency and effectiveness.		✓	✓
P7.	Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.	✓		
P8.	Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environments.			
P9.	Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.			
P10.	Utilize the latest empirical findings and academic studies to support the recommendation of business projects.	✓		

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