Macao Polytechnic University

Faculty of Languages and Translation

Bachelor of Arts in Chinese-English Translation and Interpretation

Module Outline

Academic Year   2022 / 2023   Semester   2

Learning Module	Advanced Computer Application		Class Code	COMP1102-121/122	
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	2
Lecture Hours	10 hrs	Lab/Practice Hours	20 hrs	Total Hours	30 hrs
Instructor	Dr. Charles Lam		E-mail	cklamsta@mpu.edu.mo	
Office	N46B, Wui Chi Buliding, Main Campus		Telephone	8599-6823	

Description

This module prepares students for the challenges of tomorrow's workplace by equipping them with practical knowledge and skills to engage in fast-moving information technology. Extensive hands-on exercises are provided using business applications and operating systems to reinforce the concepts. Software may include the advanced topics on spreadsheets, word processing, presentation and the web browser.

Learning Outcomes

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

1. Explain the purpose of the programs in an office suite and web office applications.
2. Use software to solve simple problems.
3. Use advanced topics of word processor, spreadsheet and presentation software.

Content

1. Creating a Professional Document with Word   (6 hours)
    1.1 Inserting and Formatting Picture/Table
    1.2 Using Columns and Section Breaks
    1.3 Applying Advanced Paragraph Formatting
2. Creating a Research Paper/Dissertation with Word   (6 hours)

    2.1   Paragraph Setting and Styles
    2.2   Creating Footnote
    2.3   Creating Table of Content & Table of Figures
    2.4   Proofing & Revising Research Paper
    2.5   Preparing Citation and Reference List

3. Advanced editing   (6 hours)
    3.1   Creating a Letter Head and Cover Letter
    3.2   Creating a Resume Using a Template
    3.3   Using Mail Merge to Create Forms, Letters and Mailing Labels

4. Working with Worksheet   (2 hours)
    4.1   Worksheet Formatting
    4.2   Formulas and Functions

5. Analyzing Data with Spreadsheet   (6 hours)
    5.1   AutoFilter and Advanced Filter
    5.2   What-if Analysis
    5.3   Charting
    5.4   Working with Large Worksheets
    5.5   Linking an Excel Worksheet and Chart to a Word document

6. Working with MS PowerPoint Presentation   (2 hours)
    6.1   Formatting and Organizing Slides
    6.2   Slide Design and Layout
    6.3   Using Slide Master

7. Preparing for Presentation   (2 hours)
    7.1   Rehearse Timing
    7.2   Slide Transition
    7.3   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.

Assessment

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

		Item	**Description**	**Percentage**	
Assignments and Assessments	1	Assignment	Lab-based exercises	20%	50%
	2	Test	Knowledge assessment	30%	
Final Exam	3	Final Exam	——	——	50%
Total Percentage					100%

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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 will normally be given to that piece of work if a student copies someone else's work or lets someone copy his/her own work.

Teaching Materials

Textbook(s)

S. Cable. *Microsoft Office 365 & Office 2019: Introductory* (1st edition). Cengage Learning. 2019

References

R. Nordell. *Microsoft Office 2016: In Practice* (1st edition). McGraw-Hill Education. 2016.