澳門理工大學
Universidade Politécnica de Macau
Macao Polytechnic University

FACULTY OF HEALTH SCIENCES AND SPORTS

BACHELOR OF SCIENCE IN SPEECH-LANGUAGE THERAPY

LEARNING MODULE OUTLINE

Academic Year	2024/2025	Semester	1
Module Code	COMP1130		
Learning Module	Information Technology Fundamentals		
Pre-requisite(s)	Nil		
Medium of Instruction	English and Chinese		
Credits	2	Contact Hours	30 hrs
Instructor	Ka Ian Chan	Email	T1852@mpu.edu.mo
Office	/	Office Phone	/

MODULE DESCRIPTION

This module introduces students to the fundamental ideas about the contemporary roles of computers. Equipped with computer knowledge, students will learn how to face the challenges of rapidly changing information technology in the workplace. The aim is to enable students to understand how computers are integrated into our social and working environments. Contents: Emphasis is placed on how to use computer technology as a tool to enhance productivity. Topics include basic concepts of software and hardware, theories behind computer operation, and some simple applications.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

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

M1.	Understand the general concepts of hardware and software
M2.	Understand general concept of the internet and its applications
M3.	Use and format text documents
M4.	Understand and use worksheets
M5.	Create and customise documents for presentations
M6.	Understand the general concepts, application scenarios and social impacts of AI.

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

PILOs	M1	M2	M3	M4	M5	M6
P1. To demonstrate understanding of knowledge in behavioural sciences, speech and hearing sciences, as well as speech and hearing disorders						
P2. To demonstrate understanding of knowledge in assessment, treatment, counselling and other professional knowledge related to speech, language and swallowing impairment						
P3. To employ professional techniques in assessment and intervention in language, speech and swallowing disorders						
P4. To demonstrate effective communication and teamwork skills			✓	✓	✓	✓
P5. To demonstrate a high standard of professional ethics and attitudes of holistic care, respect and compassion	✓	✓	✓	✓	✓	✓
P6. To recognise the international trend of speech and hearing disorders and develop the spirits of social involvement and lifelong learning						

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	1. Understanding Campus Networks and Resources 1.1. Campus Networks 1.2. Student Information Web (SIWeb) 1.3. MPU Student Email 1.4. MPU Digital Library 1.5. Online Searching Techniques	2
2-3	2. Networks and Applications 2.1. Basic Knowledge of Computer Network 2.2. The Internet 2.3. Cloud Computing 2.4. Web 3.0	4
4	3. Information Security 3.1. Computer Virus and Prevention 3.2. Network Security 3.3. Information Security Technology	2
5	4. Ethical and Social Issues in Information Systems 4.1. Basic Concepts and Codes of Information Ethics 4.2. Key Issues in Information Ethics 4.3. Social Impacts of Information Technology Development	2
6-7	5. Artificial Intelligence (AI) 5.1. Development of AI 5.2. Machine Learning 5.3. Deep Learning 5.4. Applications of Artificial Intelligence 5.5. Impacts of AI Development	4

8-10	6. Working with Microsoft Word 6.1. Formatting Worksheets 6.2. Inserting Footnotes 6.3. Inserting Table of Contents 6.4. Tracking Changes and Proofreading for Research / Reports	6
11-13	7. Working with Microsoft Excel 7.1. Formatting Spreadsheet 7.2. Formulas and Functions 7.3. Analysing Data using Spreadsheets and Internet Searches	6
14-15	8. Working with Microsoft PowerPoint 8.1. Designing and Formatting Slides 8.2. Using Slide Master	4

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**	**M4**	**M5**	**M6**
T1. Lectures	✓	✓	✓	✓	✓	✓
T2. Lab Practices	✓	✓	✓	✓	✓	✓
T3. 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. Exercises and Quizzes	30%	M1-M6
A2. Test	20%	M1-M6
A3. Examination	50%	M1-M6
Total	100%	

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

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

Any students scoring less than 35% of the total mark in the final examination will be given an "F" grade for the module even if the overall grade is 50% or higher.

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

REQUIRED READINGS

1. Jennifer T. Campbell, Mark Ciampa, Steven M. Freund, Mark Frydenberg, Susan L. Sebok, Misty E. Vermaat, Barbara Clemens (2023). *Discovering Computers: Digital Technology, Data, and Devices* (17th ed.). Cengage Technology.

REFERENCES

1. Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg. (2018). *Discovering Computers 2018: Digital Technology, Data, and Devices* (16th ed.). Cengage Technology.
2. D. Morley, C. S. Parker. (2017). *Understanding Computers: Today and Tomorrow, Comprehensive* (16th ed.). Cengage Technology.
3. B. K. Williams, S. C. Sawyer. (2010). *Using Information Technology: a practical introduction to computers & communications* (8th ed.). McGraw-Hill.

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/.