



**FACULTY OF LANGUAGES AND TRANSLATION**  
**BACHELOR OF ARTS IN CHINESE-ENGLISH TRANSLATION AND INTERPRETATION**  
**LEARNING MODULE OUTLINE**

Academic Year	2023/2024	Semester	1
Module Code	COMP1103-111/112		
Learning Module	Information Technology		
Pre-requisite(s)	Nil		
Medium of Instruction	Chinese and English		
Credits	3	Contact Hours	45 hrs
Instructor	Lei In San	Email	t1698@mpu.edu.mo
Office	B201, Chi Un Building, Main Campus	Office Phone	8599 6679

**MODULE DESCRIPTION**

This is an introductory module on computers and their role in the modern world, preparing students for the challenges of tomorrow's workplace by equipping them with knowledge to engage in fast-moving information technology. It is designed to develop an in-depth understanding of why computers are essential components in the business world and society.

Topics include basic concepts of software and hardware, theory behind the computer operations, and some simple applications. Meanwhile 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.

**MODULE INTENDED LEARNING OUTCOMES (ILOS)**

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

M1.	Impart a level of computer literacy appropriate for general computer use.
M2.	Explain basic local networking and Internet functions in depth.
M3.	Explain the applications of software and hardware in depth.
M4.	Explain the significance of the role of the computer in society including security, ethical and legal issues.
M5.	Explain the purpose of the programs in an office suite and web office applications.
M6.	Use software to solve simple problems.
M7.	Use advanced topics of word processor, spreadsheet and presentation software.



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

PILOs	M1	M2	M3	M4	M5	M6	M7
P1. Knowledge and skills of translation and interpreting in the areas of public administration, tourism, commerce and mass media;							
P2. Knowledge of translation theories, critical understanding of translation and interpreting;							
P3. Knowledge and skills of both Chinese and English as language professionals;							
P4. Knowledge of cross-cultural communication.							
P5. Master Chinese-English translation and interpreting skills, strategies and technologies;							
P6. Apply Chinese and English writing competence into translation practices;							
P7. Apply knowledge of languages and translation studies into bi-lateral translation practices between English and Chinese;							
P8. Apply strategies and techniques in public speaking, consecutive and simultaneous interpreting;							
P9. Gain cross-cultural awareness in translation and interpreting practices;							
P10. Obtain basic research abilities.	✓	✓	✓	✓	✓	✓	✓

#### MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1-2	<p>Overview of Campus Network and Resources</p> <ul style="list-style-type: none"> <li>● Introduction of MPU Campus Network</li> <li>● SIWeb</li> <li>● MPU Web Mail</li> <li>● Introduction to ZOOM and MPU Online Learning Resources</li> <li>● Use of Antivirus Program</li> <li>● Library E-resources – find popular items, E-books and conference/journal articles</li> <li>● Internet Searching Skills</li> </ul> <p>Introducing Today's Technologies: Computers, Devices, and The Web</p> <ul style="list-style-type: none"> <li>● Today's Technology</li> <li>● Computers, Mobile and Game Devices</li> </ul>	6



	<ul style="list-style-type: none"> <li>● Data and Information</li> </ul>	
3	<p>Connecting and Communicating Online: The Internet, Websites, and Media</p> <ul style="list-style-type: none"> <li>● The Internet</li> <li>● The World Wide Web</li> <li>● Other Internet Services</li> </ul> <p>Computers and Mobile Devices: Evaluating Options for Home and Work</p> <ul style="list-style-type: none"> <li>● Mobile Computers and Desktops</li> <li>● Cloud Computing</li> <li>● Protecting Hardware</li> <li>● Translation Concerns of Using Technology</li> </ul>	3
4-5	<p>Operating Systems: Managing, Coordinating, and Monitoring Resources</p> <ul style="list-style-type: none"> <li>● Operating Systems Functions</li> <li>● Desktop Operating Systems, UNIX, Server Operating Systems</li> <li>● Mobile Operating Systems</li> </ul> <p>Computing Components: Processors, Memory, the Cloud, and More</p> <ul style="list-style-type: none"> <li>● Inside the Case</li> <li>● Processors, Cloud Computing, Memory, Adapters, Buses, and Power Supply</li> <li>● Data Representation</li> </ul>	6
6	<p>Input and Output: Extending Capabilities of Computers and Mobile Devices</p> <ul style="list-style-type: none"> <li>● Input Devices (Motion Input and RFID Reader etc.)</li> <li>● Output Devices (Plotter and 3D Printer etc.)</li> <li>● Assistive Technology Input and Output</li> </ul> <p>Digital Storage: Preserving Content Locally and on the Cloud</p> <ul style="list-style-type: none"> <li>● Hard Drives</li> <li>● Portable Flash Memory Storage</li> <li>● Cloud Storage and Enterprise Storage</li> <li>● Other Types of Storage</li> </ul>	3
7	<p>Programs and Apps: Productivity, Graphics, Security, and Other Tools</p> <ul style="list-style-type: none"> <li>● Productivity Applications</li> <li>● Graphics and Media Applications</li> <li>● Personal Interest Applications</li> <li>● Communications Applications</li> <li>● Utility Programs</li> </ul>	3



8-9	<p>Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses</p> <ul style="list-style-type: none"> <li>● Digital Security Risks and Threats</li> <li>● Internet and Network Attacks</li> <li>● Unauthorized Access and Use</li> <li>● Software Theft, Information Theft, and Hardware Theft</li> <li>● Ethics and Society</li> <li>● Information Privacy</li> </ul>	6
10-11	<p>Creating a Professional Document with Word</p> <ul style="list-style-type: none"> <li>● Inserting and Formatting Picture/Table</li> <li>● Using Columns and Section Breaks</li> <li>● Applying Advanced Paragraph Formatting</li> </ul> <p>Advanced editing</p> <ul style="list-style-type: none"> <li>● Creating a Letter Head and Cover Letter</li> <li>● Creating a Resume Using a Template</li> <li>● Using Mail Merge to Create Forms, Letters and Mailing Labels</li> </ul> <p>Creating a Research Paper/Dissertation with Word</p> <ul style="list-style-type: none"> <li>● Paragraph Setting and Styles</li> <li>● Creating Footnote</li> <li>● Creating Table of Content &amp; Table of Figures</li> <li>● Proofing &amp; Revising Research Paper</li> <li>● Preparing Citation and Reference List</li> </ul>	6
12-15	<p>Working with Worksheet</p> <ul style="list-style-type: none"> <li>● Worksheet Formatting</li> <li>● Formulas and Functions</li> </ul> <p>Analyzing Data with Spreadsheet</p> <ul style="list-style-type: none"> <li>● AutoFilter and Advanced Filter</li> <li>● What-if Analysis</li> <li>● Charting</li> <li>● Working with Large Worksheets</li> <li>● Linking an Excel Worksheet and Chart to a Word document</li> </ul> <p>Working with MS PowerPoint Presentation</p> <ul style="list-style-type: none"> <li>● Formatting and Organizing Slides</li> </ul>	9



	<ul style="list-style-type: none"> <li>● Slide Design and Layout</li> <li>● Using Slide Master</li> </ul> <p>Preparing for Presentation</p> <ul style="list-style-type: none"> <li>● Rehearse Timing</li> <li>● Slide Transition</li> <li>● Graphics and Animation</li> </ul>	
15	Final exam	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	M4	M5	M7
T1. Lectures	✓	✓	✓	✓	✓	✓
T2. Lab Practice	✓	✓	✓	✓	✓	✓

### 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. Assignment	10%	M1-M7
A2. Test	30%	M1-M7
A3. Group Project	10%	M1-M7
A4. Examination	50%	M1-M7

The assessment will be conducted following the University's Assessment Strategy (see [www.mpu.edu.mo/teaching\\_learning/en/assessment\\_strategy.php](http://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

**Excellent:** Strong evidence of original thinking; good organisation, capacity to analyse and systemise; superior grasps of subject matter; strong evidence of extensive knowledge base.

**Very Good:** Evidence of grasps of subject; strong evidence of critical capacity and analytical ability; good understanding of issues; evidence of familiarity with literature.

**Good:** Evidence of grasp of subject; some evidence of critical capacity and analytical ability; reasonable understanding of issues; evidence of familiarity with literature.

**Satisfactory:** Profiting from the study experience; understanding of the subject; ability to develop solutions to simple problems in the material.

**Pass:** Sufficient familiarity with the subject matter to enable the student to progress without repeating the learning module.

**Fail:** Little evidence of familiarity with the subject matter; weak in critical and analytical skills; limited, or irrelevant use of literature.

## REQUIRED READINGS

### Textbook(s)

Vermaat, Sebok, Freund, Campbell, and Frydenberg (2018). *Discovering Computers 2018* (1<sup>st</sup> ed.). Cengage Technology.

M. E. Vermaat (2016). *Microsoft Office 365 & Office 2016: Introductory(1st edition)*. Cengage Learning.

## REFERENCES

### Reference book(s)

D. Morley, C. S. Parker. (2017). *Understanding Computers: Today and Tomorrow, Comprehensive* (16<sup>th</sup> ed.). Cengage Technology.

B. K. Williams, S. C. Sawyer. (2010). *Using Information Technology: a practical introduction to computers & communications* (8<sup>th</sup> ed.). McGraw-Hill.

Lambert, J., & Frye, C. (2015). *Microsoft Office 2016*. Redmond, WA: Microsoft Press.

Shaffer, A. (2016). *New Perspectives Microsoft Office 365 & Office 2016: Introductory (1st edition)*. Cengage Learning.

Weverka, P. (2019). *Office 365 All-in-One For Dummies(1st edition)*. John Wiley & Sons, Inc.

## 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.



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

## 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/](http://www.mpu.edu.mo/student_handbook/).