



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

Academic Year	2024/2025	Semester	1
Module Code	COMP1103-111		
Learning Module	Information Technology		
Pre-requisite(s)	Nil		
Medium of Instruction	English and Chinese		
Credits	3	Contact Hours	45 hrs
Instructor	Ka Ian Chan	Email	t1852@mpu.edu.mo
Office	B201, Chi Un Building, Main Campus	Office Phone	8599 6679

**MODULE DESCRIPTION**

In a society with increasingly globalized knowledge, it is crucial to equip students with digital skills that enable them to understand 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.

**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. 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	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	3
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	6
4	3. Information Security 3.1. Computer Virus and Prevention 3.2. Network Security 3.3. Information Security Technology	3
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	3
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	6
8-9	6. Working with Microsoft Word 6.1. Inserting and formatting Picture/Table 6.2. Using Columns and Section Breaks	6



	6.3. Applying Advanced Paragraph Formatting	
10	6.4. Inserting Footnotes 6.5. Inserting Table of Content and Table of Figures 6.6. Proofing and Revising Research Paper 6.7. Preparing Citation and Reference List	3
11	6.8. Creating a Letter Head and Cover Letter 6.9. Creating a Resume using a Template 6.10. Using Mail Merge to Create Forms, Letters and Mailing Labels	3
12-14	7. Working with Microsoft Excel 7.1. Formatting Spreadsheet 7.2. Formulas and Functions 7.3. Analysing Data using Spreadsheets and Internet Searches	9
15	8. Working with Microsoft PowerPoint 8.1. Designing and Formatting Slides 8.2. Slide Design and Layout 8.3. Using Slide Master 8.4. Graphics and Animation	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	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. Assignments	30%	M1, M2, M3, M4, M5, M6
A2. Test	20%	M1, M2, M6
A3. Examination	50%	M3, M4, M5
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](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

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## STUDENT FEEDBACK

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