



FACULTY OF APPLIED SCIENCES
BACHELOR OF BUSINESS ADMINISTRATION IN SINO-LUSOPHONE TRADE RELATIONS
LEARNING MODULE OUTLINE

Academic Year	2024-2025	Semester	2
Module Code	COMP1113		
Learning Module	Information Technology		
Pre-requisite(s)	Nil		
Medium of Instruction	Chinese / English		
Credits	3	Contact Hours	45 hrs
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MODULE DESCRIPTION

In a society with increasingly globalized knowledge, it is crucial to equip students with digital skills that enable them to understand Information and 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.	1. Understand the importance of information technology and identify key concepts and terminologies related to ICT;
M2.	2. Understand general concept of the internet and its applications;
M3.	3. Develop and format text documents;
M4.	4. Understand basic concepts of worksheet
M5.	5. Create and customize presentations



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

PILOs	M1	M2	M3	M4	M5
P1. Show written and oral proficiency in the Portuguese language;					
P2. Identify theories, concepts, and frameworks, and regulations in core areas of international business and trade;					
P3. Identify the challenges and opportunities of globalization;					
P4. Characterize the specific realities of the Portuguese Speaking Countries in the domains of history, culture, and economy;					
P5. Consolidate knowledge about the history, culture and economy of China;					
P6. Select and apply business research methods, tools and techniques to support the process of decision making;					
P7. Demonstrate ability to conduct international negotiations;	✓	✓	✓	✓	✓
P8. Promote creativity and innovation in business practices;	✓	✓	✓	✓	✓
P9. Design unique and original solutions to respond to business problems or opportunities in the domain of international trade;					
P10. Communicate successfully to different audiences;					✓
P11. Work effectively as a team member;					
P12. Demonstrate awareness of the importance of ethical decision making in business;					
P13. Contribute to the launch and management of new ventures;					
P14. Learn continuously in academic and professional contexts.					

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1-2	1. Introduction to ICT	6 hrs
	1.1 Campus Network and Systems	
	1.2 Concepts and Terminologies of Computers	
	1.3 Internet and its Applications	
	1.4 Software and Applications	
	1.5 Inputs and Outputs	
	1.6 Basic Computer Networks	
	1.7 Intellectual Property	
	1.8 Technology Ethics	
3-4	2. Creating a Professional Document with Word	6 hrs
	2.1 Inserting and Formatting Picture/Table	
	2.2 Using Columns and Section Breaks	
	2.3 Applying Advanced Paragraph Formatting	



5-6	3. Creating a Research Paper/Dissertation with Word	6 hrs
	3.1 Paragraph Setting and Styles	
	3.2 Creating Footnote	
	3.3 Creating Table of Content & Table of Figures	
	3.4 Proofing & Revising Research Paper	
	3.5 Preparing Citation and Reference List	
7-8	4. Advanced editing	6 hrs
	4.1 Creating a Letter Head and Cover Letter	
	4.2 Creating a Resume Using a Template	
	4.3 Using Mail Merge to Create Forms, Letters and Mailing Labels	
9-10	5. Working with Worksheet	6 hrs
	5.1 Worksheet Formatting	
	5.2 Formulas and Functions	
11-12	6. Analyzing Data with Spreadsheet	6 hrs
	6.1 AutoFilter and Advanced Filter	
	6.2 What-if Analysis	
	6.3 Charting	
	6.4 Working with Large Worksheets	
	6.5 Linking an Excel Worksheet and Chart to a Word document	
13-14	7. Working with MS PowerPoint Presentation	6 hrs
	7.1 Formatting and Organizing Slides	
	7.2 Slide Design and Layout	
	7.3 Using Slide Master	
15	8. Working with MS PowerPoint Presentation	3 hrs
	8.1 Preparing for Presentation	
	8.2 Rehearse Timing	
	8.3 Slide Transition	

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
T1. Creating a Professional Document with Word			✓		
T1. Analyzing Data with Spreadsheet				✓	
T2. Working with MS PowerPoint Presentation					✓

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 (Home Work, Lab-based exercises)	30 %	M1, M2, M3. M4, M5
A2. Tests (Knowledge assessment)	20 %	M1, M2, M3. M4, M5
A3. Final examination 3-hour examination	50 %	M1, M2, M3. M4, M5

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

This course is graded on a 100-point scale, with 100 being the highest possible score and 50 the pass score. For more details, see point 5.4 of the University's "Evaluation Strategy" (see https://www.mpu.edu.mo/teaching_learning/pt/assessment_strategy.php).

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the module is 50 or above.

REQUIRED READINGS

1. Vermaat, Sebok, Freund, Campbell, and Frydenberg (2018). *Discovering Computers 2018* (1st ed.). Cengage Technology.
2. S. Cable (2019). *Microsoft Office 365 & Office 2019: Introductory* (1st edition). Cengage Learning.

REFERENCES

1. D. Morley. (2011). *Understanding Computers in a Changing Society* (4th ed.). Course Technology.
2. B. K. Williams, S. C. Sawyer. (2010). *Using Information Technology: a practical introduction to computers & communications* (8th ed.). McGraw-Hill.
3. R. Nordell (2016). *Microsoft Office 2016: In Practice* (1st edition). McGraw-Hill Education.

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/.