

Macao Polytechnic Institute

School of Applied Sciences

Bachelor of Social Sciences in Sino-Lusophone Trade Relations

Module Outline

Academic Year 2020/2021 Semester 2

Learning Module	Information Technology	Class Code	COMP1101-121		
Pre-requisite(s)	Nil				
Medium of Instruction	Chinese / English			Credit	3
Lecture Hours	15 hrs	Lab/Practice Hours	30 hrs	Total Hours	45 hrs
Instructor	Rebecca Choi		E-mail	rebeccachoi@ipm.edu.mo	
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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.

Learning Outcomes

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

1. Understand the importance of information technology and identify key concepts and terminologies related to ICT
2. Understand general concept of the internet and its applications
3. Develop and format text documents
4. Understand basic concepts of worksheet
5. Create and customize presentations

Content

1. Introduction to ICT (15 hours)
 - 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
 - 1.9 Health Concerns of Using Computers
 - 1.10 Green Computing and its Strategies
- Practice (30 hours)**
2. Creating a Professional Document with Word (6 hours)
 - 2.1 Inserting and Formatting Picture/Table
 - 2.2 Using Columns and Section Breaks
 - 2.3 Applying Advanced Paragraph Formatting
3. Creating a Research Paper/Dissertation with Word (6 hours)
 - 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
4. Advanced editing (6 hours)
 - 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
5. Working with Worksheet (2 hours)
 - 5.1 Worksheet Formatting
 - 5.2 Formulas and Functions
6. Analyzing Data with Spreadsheet (6 hours)
 - 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

7. Working with MS PowerPoint Presentation (2 hours)

7.1 Formatting and Organizing Slides

7.2 Slide Design and Layout

7.3 Using Slide Master

8. Preparing for Presentation (2 hours)

8.1 Rehearse Timing

8.2 Slide Transition

8.3 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 Institute”.

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
1.	Assignments	Lab-based exercises	20 %
2.	Tests	Knowledge assessment	30 %
3.	Final examination	3-hour examination	50 %
Total Percentage:			100%

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 course is 50 or above.

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

Teaching Material(s)

Textbook(s)

1. Vermaat, Sebok, Freund, Campbell, and Frydenberg (2018). *Discovering Computers 2018 (1st ed.)*. Cengage Technology.
2. M. E. Vermaat (2016). *Microsoft Office 365 & Office 2016: Introductory (1st edition)*. Cengage Learning.

Reference

Reference book(s)

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.