

Macao Polytechnic Institute

School of Business

Bachelor of Accounting/ Management

Module Outline

Academic Year 2020 / 2021 Semester 2

Learning Module	Business Computing with Internet Applications		Class Code	COMP1110-122/123	
Pre-requisite(s)	Nil				
Medium of Instruction	English		Credit	3	
Lecture Hours	22hrs	Lab/Practice Hours	23 hrs	Total Hours	45 hrs
Instructor	Dr. Terence Lai		E-mail	tmlai@ipm.edu.mo	
Office	M533, Meng Tak Building, Main Campus		Telephone	8599-3346	

Description

This course provides a foundation to the Internet/Intranet technologies by teaching students on how to use Internet browsers. This course also focuses on the design and development of Web pages. It covers the basic elements/structure of HTML documents, Web site development process, and most importantly the different components used in Web pages.

Learning Outcomes

After completing the course, students will be able to:

1. Using browsers to search information on the Web;
2. Learn the Web site development process, basic HTML structure, and use Dreamweaver to develop Web sites.
3. Using tools, such as Dreamweaver, to create different components to be used in website and mobile apps;

Alignment of Program and Course Intended Learning Outcomes

Bachelor of Business Administration in Marketing

PIOs	CIOs		
	1	2	3
1. Explain the core concepts, values and skills Students are able to apply the marketing principles, concepts, theories in analyzing the changing business environment.			
2. Apply appropriate tools and technologies Students are able to demonstrate using related tools, technology and skills to generate proposals and solutions.		✓	✓
3. Proceed lifelong learning Students are able to apply self and independent learning to leverage learned knowledge in practical life.	✓		
4. Adopt leadership approaches Students are able to develop collaborative groups, synergy teams in achieving objectives and shared goals.			
5. Demonstrate and practice legal and ethical values Students are able to identify professional ethics from broad business practices.			
6. Effective communication skills Students are able to communicate and present ideas effectively.			
7. Critical thinking Students are able to apply self understanding and analysis of critical perspectives to issues in broad conditions for problem solving.			
8. Intercultural competence Students are competent to associate in a diversified social and global community.	✓		

Bachelor of Management

PIOs	CIOs		
	1	2	3
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.			
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.			
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.		✓	✓
4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.			
5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.	✓		
6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.			
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.	✓	✓	✓

Bachelor of Accounting

Programme Intended Learning Outcomes	CILOs		
	1	2	3
1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.			
2. Assess general business scenarios with mathematical and statistical skills.			
3. Apply critical thinking and logical analysis skills and techniques to solve business problems.			
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.			
5. Apply accounting or business software for business analysis.		✓	✓
6. Develop queries to assess management information from database to improve efficiency and effectiveness.		✓	✓
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.	✓		
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environments.			
9. Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.			
10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.	✓		

Content

1. Customizing Your Workspace (2 hours)
(Understand the interface of Dreamweaver)
2. HTML Basics (1 hour)
(Understand the structure of HTML)
3. CSS Basics (3 hours)
(Master the using of CSS)
4. Web Design Basics (1 hours)
(Understand the basic design principles of web page design)
5. Creating a Page Layout (3 hours)
(Understand the framework of the web pages)
6. Working with Templates (2 hours)
(Understand the usage of templates)
7. Working with Text, Lists, and Tables (4 hours)
(Master the using of web page elements)
8. Working with Images (3 hours)
(Master the using of images in web pages)
9. Working with Navigation (4 hours)
(Understand the design principles for web sites)

10. Adding Interactivity (3 hours)
(Master the tools that provide interactivities between clients and web pages)
 11. Designing for Mobile Devices (3 hours)
(Understand the basic design principles of web pages for mobile devices)
 12. Working with a Web Framework (4 hours)
(Master the using of Dreamweaver to create the framework of the web pages)
 13. Into the Internet. (3 hours)
(Understand the basics of the Internet)
 14. Browsing the Web. (3 hours)
(Understand the functions of web browsers)
 15. Searching the Web. (3 hours)
(Master the using of search tools)
- Midterm Examination (3 hours)

Practice (23 hours)

Class exercises will be given to the following topics:

1. Customizing Your Workspace (1 hours)
2. HTML Basics (1 hour)
3. CSS Basics (2 hours)
4. Web Design Basics (1 hours)
5. Creating a Page Layout (2 hours)
6. Working with Templates (2 hours)
7. Working with Text, Lists, and Tables (3 hours)
8. Working with Images (3 hours)
9. Working with Navigation (2 hours)
10. Adding Interactivity (2 hours)
11. Designing for Mobile Devices (2 hours)
12. Working with a Web Framework (2 hours)

Teaching Method (TM)

This course is delivered primarily through a series of in-class exercises that provide the knowledge and skills required to setup and develop a web site using Dreamweaver. Lectures will also be given to provide students the knowledge of the nature of the Internet, the using of web browsers and search engines. Project will be used to provide students experience on web site design and using Dreamweaver to implement the design. A test will be used to assess students' understanding on the materials and monitor their progress.

TM1: Knowledge of the nature of the Internet and the using of web browsers and search engines are delivered primarily by lectures.

TM2: Exercises will be given in the classes for students to learn how to use Dreamweaver to create web page. Through this series of exercises, students will learn the development process and have

some ideas on designing effective web sites.

TM3: Project

TM4: Midterm test will be used to motivate the student to study.

In order to achieve the outcomes of the course, students are expected to perform the following learning tasks:

- 1) Read teaching materials before coming to the class.
- 2) Work on exercises carefully in the class.
- 3) Prepare for project assignment.
- 4) Prepare for the midterm test.
- 5) Seek advice from teacher when encountering difficulties in study.

Attendance

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic Institute”. Students are not eligible to attend the final examination and re-sit examination; moreover, an “F” will be given as the final grade to students who have less than the stated attendance for the enrolled module.

Assessment

This course is graded on a 100 point scale, with 100 being the highest possible score and 50 the pass score.

	Item	Description	Percentage
1.	In-Class Exercises	Practical exercises.	20%
2.	Individual project	Web site creation.	40%
3.	Test	Close book test.	40%
Total Percentage:			100%

Teaching Material(s)

Textbook(s)

- Jim Maivald, 2019, Adobe Dreamweaver CC Classroom in a Book (2019 release), Adobe Press

References

- Jennifer Campbell, 2015, Discovering the Internet: Complete, Cengage Learning

Note:

1. The above class schedule is tentative and subject to change depending on the progress of the students.
2. Students are responsible for ALL materials covered in class AND in the textbook.
3. The MPI rules regarding Cheating and other Violation of Examination Regulations (please refer to the MPI website) are applicable to the Midterm Test of this course.

Plagiarism Policy

When a student submits an assignment, he has a duty to ensure that his assignment has been checked by Turnitin software, and the similarity score given by Turnitin software cannot be higher than 30%. However, a special case can be determined by the instructor.