

Macao Polytechnic Institute
School of Health Sciences and Sports
Bachelor of Science in Biomedical Technology
(Medical Laboratory & Pharmacy Technology)

Module Outline

Academic Year 2020 / 2021 Semester 2

Learning Module	Advanced Computer Applications			Class Code	COMP1102
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	2
Lecture Hours	10 hrs	Lab/Practice Hours	20 hrs	Total Hours	30 hrs
Instructor	Liam Lei		E-mail	Liamli@ipm.edu.mo	
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Description

This learning module prepares students for the challenges of tomorrow's workplace by equipping them with practical knowledge and skills to engage in fast-moving information technology. Extensive 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.

Learning Outcomes

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

1. Explain the purpose of the programs in an office suite and web office applications.
2. Use software to solve simple problems.
3. Use advanced topics of word processor, spreadsheet and presentation software.

Content

1. Creating a Professional Document with Word (6 hours)
 - 1.1 Inserting and Formatting Picture/Table
 - 1.2 Using Columns and Section Breaks
 - 1.3 Applying Advanced Paragraph Formatting
2. Creating a Research Paper/Dissertation with Word (6 hours)
 - 2.1 Paragraph Setting and Styles
 - 2.2 Creating Footnote
 - 2.3 Creating Table of Content & Table of Figures
 - 2.4 Proofing & Revising Research Paper
 - 2.5 Preparing Citation and Reference List
3. Advanced editing (6 hours)
 - 3.1 Creating a Letter Head and Cover Letter
 - 3.2 Creating a Resume Using a Template
 - 3.3 Using Mail Merge to Create Forms, Letters and Mailing Labels
4. Working with Worksheet (2 hours)
 - 4.1 Worksheet Formatting
 - 4.2 Formulas and Functions
5. Analyzing Data with Spreadsheet (6 hours)
 - 5.1 AutoFilter and Advanced Filter
 - 5.2 What-if Analysis
 - 5.3 Charting
 - 5.4 Working with Large Worksheets
 - 5.5 Linking an Excel Worksheet and Chart to a Word document
6. Working with MS PowerPoint Presentation (2 hours)
 - 6.1 Formatting and Organizing Slides
 - 6.2 Slide Design and Layout
 - 6.3 Using Slide Master
7. Preparing For Presentation (2 hours)
 - 7.1 Rehearse Timing
 - 7.2 Slide Transition
 - 7.3 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”. Those who do not meet the attendance requirements for the learning module will not be permitted to sit the final and re-sit examination and shall be awarded an ‘F’ grade.

Assessment

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 being the passing score. Any students scoring less than 35% of the total mark in the final examination will be given an “F” grade for the learning module even if the overall grade is 50% or higher.

	Item	Description	Percentage
1.	Assignments/In-class practice	Lab-based exercises	20%
2.	Test	Knowledge assessment	30%
3.	Final Examination	2-hour examination	50%
Total Percentage:			100%

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

Teaching Material(s)

Textbook(s)

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

Reference

Reference book(s)

Author, Year of Publication, Name of the Book, Edition, Publisher

Journal(s)

1. Lambert, J., & Frye, C. (2015). *Microsoft Office 2016*. Redmond, WA: Microsoft Press.
2. Shaffer, A. (2016). *New Perspectives Microsoft Office 365 & Office 2016: Introductory* (1st edition). Cengage Learning.
3. Weverka, P. (2019). *Office 365 All-in-One For Dummies* (1st edition). John Wiley & Sons, Inc.

Website(s)

<http://libraryguides.vu.edu.au/apa-referencing/home>

<http://www.citationmachine.net/apa/cite-a-book>