

COURSE INFORMATION

Department/Faculty:	PPD/Space	Page:	1 of 4
Course code:	DDWC1013	Academic Session/Semester:	2020/21/1
Course name:	Micro Computer Application	Pre/co requisite (course name and code, if applicable):	
Credit hours:	3		

Course synopsis	The course is designed to present on computer system, operating system and Internet at necessary level. The syllabus is primarily added with the learning of selected microcomputer applications (theory and practical) as to equip these groups of student a sufficient degree of computer literacy as to be used throughout their study in University/Colleges.			
Course coordinator (if applicable)	Norzaharawani binti Busu			
Course lecturer(s)	Name	Office	Contact no.	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Demonstrate knowledge and concept of computer system, system software, the services on the internet and the various network communication technologies.	PLO1	C3	Lecture, Active Learning	Asg, T, F
CLO2	Demonstrate the skill of using application software such as Word Processing software, Spreadsheet software, Database Management software, Presentation graphics software to perform an assigned task.	PLO2	P3	Laboratory Activities	Lab Skills, Asg, PR
CLO3	Solve problem on an assigned project by applying the concepts of creating, editing and formatting documents,	PLO3	A3	Project	PR

<p>Prepared by:</p> <p>Name: Norzaharawani binti Busu</p> <p>Signature: <i>enicy</i></p> <p>Date: 15 June 2020</p>	<p>Certified by:</p> <p>Name: Dr. Mohammad Ahmad bin Nasrul</p> <p>Signature: <i>Ahmad</i></p> <p>Date: 15 June 2020</p>
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	formatting presentation slides , creating formula, functions, graph/charts, concepts of querying and maintaining a database in a given time frame.				
CLO4	Work collaboratively in a team to accomplish an assigned project within a time frame.	PLO5	SC2,A3	Project	PR,Pr.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Conducted through in class activities, presentation, Problem based learning.
2	Laboratory Activities	Conducted through in lab activities. Student individually has to demonstrate the skill by using appropriate tool to perform an assigned task.
3	Project	Conducted through project development. Students in a group have to develop multimedia application within a given time frame.

Weekly Schedule:

Week 1	1.0 Computer System 1.1 Introduction to the course 1.2 Introduction to the Computer Definition, Computer Components (Input, Output, Storage device), Communication device and Categories of Computers
Week 2	1.3 Introduction on Data and Information 1.4 Components of System Unit (Processor and Memory) 1.5 Computer Software (System Software 1.6 Application Software, Virus, Spyware)
Week 3	2.0 Windows 2.1 Introduction Operating System (OS) 2.2 Function, Type and Utility Program of OS. Starting and Managing Windows (Mouse Operation 2.3 Icon on desktop, My Computer, Window Explorer 2.4 Create Files and Folder, Cut, Copy, Delete and Searching Files 2.5 Introduction on Control panel
Week 4	3.0 Internet 3.1 Introduction on Networks and Internet 3.2 Types of Networks 3.3 Internet Access Providers and various broadband Internet connection and its differences between the dial-up connection 3.4 Web Browsers and components of web address
Week 5	3.5 Introduction on Services on the Internet, History of Internet, Connecting to World Wide Web and Search engines and how to use search engines for information search
Week 6	4.0 Word Processing 4.1 Introduction on Word Window, Text and Font 4.2 Spelling and Grammar, Save and Save as 4.3 Text and Paragraphs, Undo and Redo, Clip Art, 4.4 Print and Print Preview, Margin setting 4.5 line spacing, Header/footer, Shortcut keys, Footnote, Count, Hyperlink, Word wizard 4.6 Template, Clipboard and Table

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Week 7	5.0 Presentation Graphics 5.1 Introduction on PowerPoint window 5.2 Design template, Slide layout, Single and multi-level bulleted list, and Slide View
Week 8	Mid-Semester Break
Week 9	5.3 Introduction on Clip art, Table, Graph, Custom Animation, Slide Transition, Sound, movie and Wizard
Week 10	6.0 Spread sheet Excel 6.1 Introduction on Excel window 6.2 AutoSum, Copy cell, Format cell & worksheet and Chart/Graph.
Week 11	6.0 Spread sheet Excel (cont.) 6.3 Introduction on Excel - Save and Print, AutoSum, Excel Functions, Formula, Column width, and Row height. 6.4 Introduction on Excel - References (Relative, Absolute, Mixed) and using IF analysis.
Week 12-13	7.0 Database Management Software (Ms Access) 7.1 Introduction on Database concepts (Field, Record, File/Table, and Primary Key) 7.2 Data type, MS Access Database and Wizard and Design. 7.3 Introduction on Object in MS Access (Table, Form, Query and Report)
Week 14-15	Project Presentation
Week 16	Revision and Exam Preparation

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Communication Skills
Lifelong learning

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) by CLO	Teaching and Learning Activities				SLT		
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others						
CLO	L	T	P	O			
CLO1	20h			8h	10h	38h	
CLO2			28h		10h	38h	
CLO3					10h	10h	20h
CLO4					10h	9h	19h
Total SLT	20h		28h	8h	40hr	19h	115h

No.	Continuous Assessment	PLO	Percentage	Total SLT
1	Test (2)	PLO1	15	2h30m
2	Assignment (2)	PLO1	7	As in CLO1(20h)
3	Lab Skill (4)	PLO3	8	As in CLO2(20h)
4	Project	PLO2, PLO3, PLO5	10	As in CLO2, CLO3 and CLO4(40h)
Final Assessment			Percentage	Total SLT
1	Final Examination	PLO1	60	2h30m
Total SLT			100	120

h: hours, m:minutes

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Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer, Computer Lab and LCD. Suitable tool in Microsoft Office (Microsoft Word, Microsoft Power Point, Microsoft Excel and Microsoft Access)

Learning resources:

Text book (if applicable)

None.

Main references

1. Shelly Cashman Vermaat , Microsoft Office Introductory Concept and Technique , International Student Edition, Thomson Course Technology, 2016.
2. Misty E. Vermaat, Susan L. Sebok, Steven M. Freund etc. Discovering Computers ©2018: Digital Technology, Data, and Devices. Cengage Learning.2017.
3. Shelly Cashman, Discovering Computers Living in a Digital World, Course Technology, Cengage Learning, 2014.
4. Teach Yourself Visually Windows XP. Hungary Minds, Inc

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

Disclaimer:

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