

COURSE OUTLINE

Department & Faculty: Department of Mechanical Engineering & Management Centre for Diploma Studies, SPACE, UTM	Page :
Course Code : Computer Application in Accounting (DDWW 1313) Total Contact Hours : 4 hours x 14 weeks Lecture 2hrs Lab 2hrs	Semester : Academic Session :

Lecturer : En. Mohd Salehudin Mohd Simpol Room No. : J202 Telephone No. : 017-2271214 E-Mail : salehudin.kl@utm.my	Synopsis : This course is designed to introduce students about basic skills in computer usage. Students will be taught on computer concepts and the uses of general applications such as Microsoft word, excel, access and power points in accounting works.
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LEARNING OUTCOMES

By the end of this course, students should be able to:

No .	Course Learning Outcome	Programme Learning Outcome(s) Addressed	Taxonomy and Soft Skills Levels	Assessment Methods
1.	Describe what a computer is and how it works.	PLO1	C3	Quiz, Test, Final Exam
2.	Use application of word processing, worksheet, database, power point.	PLO2	P3	Assignment Final Exam
3.	Work collaboratively as part of a team	PLO5	A2, TS1	Assignment

Prepared by (Head of Programme) Name : Hasliza Husin Signature : Date :	Certified by (Head of Department) Name : Mohamad Shafie Abdul Rashid Signature : Date :
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STUDENT LEARNING TIME

Teaching and Learning Activities	Student Learning Time (Hours)
1. Face to face Learning <ul style="list-style-type: none"> a. Lecture b. Tutorial/Lab c. SCL Activities 	21 28 7
2. Independent Study <ul style="list-style-type: none"> a. Non Face to face learning or SCL b. Revision c. Evaluation 	35 15 9
3. Formal evaluation <ul style="list-style-type: none"> a. Tests b. Quizzes c. Final examination 	2 1.5 2.5
Total	120

TEACHING METHODOLOGY

Lecture and Discussion, Co-operative Learning, Independent Study, Individual/Group Assignment, Presentation

WEEKLY SCHEDULE

Week 1	: 1.0	Basic Computer Concepts <ul style="list-style-type: none"> • What is computer • Element of computers • Nature of computer • Categories of computer
Week 2 - 3	: 2.0	Computer's Components

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		<ul style="list-style-type: none"> • Input • Process • Output • Storage
Week 4-5	3.0	Computer Software <ul style="list-style-type: none"> • Operation and utility • Computer security
Week 6-7	: 4.0	Computer Software (Word Processing) <ul style="list-style-type: none"> • Introduction • File Processing • Text Fundamentals • Introduction to Mail Merge • Mail Merge Using a Spreadsheet • Mail Merge With an MS Access Database • Citation
Week 8-9	: 5.0	Computer Software (Spreadsheet) <ul style="list-style-type: none"> • Introduction • The Columns of a Spreadsheet • The Rows of a Spreadsheet • The Cells of a Spreadsheet • Introduction to Worksheets • Introduction to Workbooks • Workbooks and Worksheets • Printing • Introduction to Data Entry • Data Entry With Numbers • Introduction to Cell Formatting • Aesthetic Cell Formatting • Data Analysis With Charts • Introduction to Expressions • Introduction to Functions • Business and Financial Functions • Logical Operations • Date and Time Operations • Protecting a Spreadsheet
Week 10-	: 6.0	Computer Software (Database)

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12	<ul style="list-style-type: none"> • Introduction to Microsoft Access • Introduction to Data Tables • Introduction to Records • Tables Characteristics • Forms Characteristics • Controls Characteristics • Assistance With Data Entry • Database Strings • Database Numeric Values • Database Conditional Values • Date and Time Values • Creating Reports • Characteristics of Reports • Sorting and Filtering Text • Sorting/Filtering Numbers • Enhancing Queries • Data Analysis With Charts • Customizing Charts
Week 13	: 7.0 Computer Software (Presentation) <ul style="list-style-type: none"> • Introduction • Getting Help • The Presentation File • Presentation Creation • Showing a Presentation • Creating Slides • Printing • Sequence and Structure of Slides • Proofreading and Check Spelling • Text and Slide Formatting • Introduction to Shapes and Objects Formatting Shapes and Objects • Common Slide Formatting • The Master Slide • Tables and Charts • Animations and Transitions
Week 14	: 8.0 The Internet <ul style="list-style-type: none"> • What is internet • How it works

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**** (TOTAL OF 15 LECTURE WEEKS INCLUDING 1 WEEK MID SEMESTER BREAK)**

REFERENCES	Main Text:
	Discovering Computer Fundamental, 2011 www.functionx.com
	Other Reference: Computer Accounting Essentials with Microsoft Office Accounting 2007 w/ CD, 1st Edition, Carol Yacht, Software Consultant Susan Crosson, SANTA FE COLLEGE Microsoft Office 2007 Series, Timothy J. O'Leary, Arizona State University Linda I. O'Leary Performing with Computer Applications: Personal Information Manager, Word Processing, Desktop Publishing, Spreadsheets, Databases, Presentations, Internet, and Web Design, Third Edition (Spiral-bound)

GRADING

No	Assessment Method	PLO	Number	PPD & PSM Assessment (%)	PPK Assessment (%)	Implementation Dates
1	Quiz	PLO1	5	10	10	Week 1 - 14
2	Test	PLO1	2	30	20	Week 5, 11
3	Assignment	PLO2 PLO5	1	10	10	Week 9 - 13
4	Final exam	PLO1 PLO2	1	50	60	Week 17 - 19
	Overall Total			100	100	