



	member/leader of a team in various context.			
	• To acquire analytical and problem-solving skills.	13		
	• To acquire the lifelong learning skills and information management skills.	12		
17.	<b>Content outline of the subject and the SLT per topic :</b>			
	<b>TOPIC</b>	<b>Content Outline</b>	<b>SLT</b>	
			Lecture	Self-study
	<b>1</b>	<b>The History and Basics of Computing</b> History of computing: computer generations, the historical development of PC and software. Basic concept of information processing: input-process-output concept	2	2
	<b>2</b>	<b>Hardware</b> The Central Processing Unit: What goes on inside the computer: Input and Output; Storage and Multimedia; Classification of computer hardware	6	7
	<b>3</b>	<b>Software</b> System software. Basic functions of operating system. Application software. General purpose application packages: word processors, desktop publishing, spreadsheets and business graphics, database management systems	4	4
	<b>4</b>	<b>Connectivity and Networking</b> Communications channels and related hardware. Data transmission: speed, directions, methods, bits, bytes, transmission protocol. Network configurations: LAN, WAN, topologies. Distributed and client-server computing. Internet and World Wide Web	2	6
	<b>5</b>	<b>Information Systems</b> Database organizations and DBMS: hierarchical, network, relational, and object-oriented. Management Information Systems (MIS): decision support systems, executive information systems, expert systems	2	2
	<b>6</b>	<b>Programming and Languages</b> The meaning of programming, the programming process, levels of language, major programming languages, object-oriented languages, visual language	2	4
	<b>7</b>	<b>Graphics and Multimedia</b> Graphic images, simple image processing, animation, computer-aided design, and applications of computer graphics. Introduction to multimedia, multimedia applications, multimedia hardware and software, CD-ROM, desktop publishing.	2	3
	<b>8</b>	<b>Computer in Society</b> Impact of computer on society: ethics, privacy, security, computer crimes. Malaysia's MSC and Cyber Law.	2	2
	<b>9</b>	<b>Class Discussion</b>		6
	<b>10</b>	<b>Final</b>	2	20
		<b>Total</b>	24	56

TOPIC	Content Outline (Laboratories)	SLT	
		Practical	Self-study
<b>1</b>	<b>Windows Operating System</b> Features in Windows Operating System: Window Explorer, My Computer, Recycle Bin. The User Interface. Windows Operating System's Accessories: Customizing Windows	2	2
<b>2</b>	<b>Microsoft Word</b> Introduction to Word, entering and editing text, font formatting, paragraph formatting, automatic text formatting, page formatting, creating tables, cliparts, drawing	2	2
<b>3</b>	<b>Microsoft PowerPoint</b> Introduction to presentation using PowerPoint	2	2
<b>4</b>	<b>Microsoft Excel</b> Introduction to Excel, entering headings and data, entering formulas and functions, changing the sheet's structure, formatting the sheet, working with multiple sheets, creating a chart with Chart Wizard	2	4
<b>5</b>	<b>Microsoft Access</b> Introduction to Access, setting up a table, creating a form, entering and editing data, basic finds, sorts, and filters, and using filters, using queries, creating a report	2	4
<b>6</b>	<b>Programming using Visual Basic</b> Introduction to programming fundamentals, Event driven programming, VB Forms, VB controls, objects, properties, VB data: data types, variables, operators, Program flow: if, if-then-else, for-next loop, do-loop, do-while, do-until, while, select case, VB Functions and procedures, User defined functions, Designing menus and toolbars, VB multimedia applications, VB database applications.	16	16
<b>7</b>	<b>Assignment</b>	-	10
<b>8</b>	<b>Lab Test</b>	2	2
<b>9</b>	<b>Project and Presentation</b>	2	20
	<b>Total</b>	30	62

18. **Teaching and Learning Activities/Total Student Learning Time (SLT):**

	Face to Face	Self Learning
<b>Lecture</b>	22	30
<b>Laboratories</b>	26	30
<b>Class Discussion (3)</b>		6
<b>Assignment (2)</b>		10
<b>Lab Test (1)</b>	2	2
<b>Project and Presentation</b>	2	20
<b>Final (1)</b>	2	20
<b>Sub-total</b>	54	118
<b>Total SLT(hours)</b>	172	

19. **Main references supporting the course :**

Shelly, G. B., & Vermaat, M. E. (2010). *Discovering computers 2010: Living in a digital world* (Complete ed.).

USA: Cengage Learning.

**Additional references supporting the course :**

Beekman, G., J.Quinn, M. (2006). *Computer confluence: Tomorrow's technology and you* (7<sup>th</sup> ed.). USA: Prentice Hall.

Deitel, P.J & Deitel, H.M. (2009). *Visual basic 2008 how to program*. Upper Saddle River, NJ: Pearson Education.

Deitel, P.J., Deitel, H.M. & Ayer, G.J. (2009). *Simply visual basic 2008: An application-driven tutorial approach* (3<sup>rd</sup> ed.). Upper Saddle River, NJ: Pearson Education.

Evans, A., Martin, K., & Mary, A. (2006). *Technology in action: Go!* Upper Saddle River, NJ: Pearson Education.

Parsons, J. J., & Oja, D. (2010). *Computer concepts - illustrated introductory* (7<sup>th</sup> ed.). USA: Cengage Learning.

Schneider, D.I. (2009). *An introduction to programming using visual basic 2008* (7<sup>th</sup> ed.). Upper Saddle River, NJ: Pearson Education.

Shelly, G. B., & Vermaat, M. E. (2007). *Microsoft office 2007: Introductory concepts and techniques*. USA: Cengage Learning.