

SUMMARY OF INFORMATION ON EACH COURSE

1.	Name of Course	Computer Applications	
2.	Course Code	PCA0150	
3.	Status of Course [Applies to (cohort)]	Core	
4.	MQF Level/Stage Note : Certificate – MQF Level 3 Diploma – MQF Level 4 Bachelor – MQF Level 6 Masters – MQF Level 7 Doctoral – MQF Level 8	Foundation	
5.	Version (State the date of the Senate approval – history of previous and current approval date)	Date of previous version :	March 2014
		Date of current version :	May 2016
6.	Pre-Requisite	Nil	
7.	Name(s) of academic/teaching staff	Faizuniza Mashhod, Fauziah Kamarulzaman, Khairol Nizat Lajis, Mawar Madiah, Nurhayati Yusoff, Robiatun Adawiah Ahmad Kushairi	
8.	Semester and Year offered	Trimester 1	
9.	Objective of the course in the programme : To expose students to the fundamental concepts and knowledge related to computer system (hardware and software), basic networking concepts, database and security issues. Students also acquire basic skills in using MS Office (MS Word, MS Excel, MS PowerPoint and MS Access)		
10.	Justification for including the course in the programme : To provide students with the fundamental knowledge and skills of computer applications and technologies		
11.	Course Learning Outcomes :	Domain	Level
	LO1 Describe concepts of computing and its applications	Cognitive	Level 1
	LO2 Construct simple applications using Microsoft Office	Cognitive	Level 3
	LO3 Demonstrate skills required in computing and its applications	Cognitive	Level 3

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	LO4 Apply knowledge related to computer technology and usage	Cognitive				Level 3			
12.	Mapping of Learning Outcomes to Programme Outcomes :								
	Learning Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
	LO1	X	X		X	X			
	LO2	X	X			X		X	
	LO3		X			X		X	
	LO4		X			X			
13.	Assessment Methods and Types :								
	Method and Type	Description/Details					Percentage		
	Class Discussion	Group discussions and quizzes					5%		
	Assignment	Lab assignments					10%		
	Lab Test	Practical tests					10%		
	Project	Group project - written report and presentation					25%		
	Final Examination	Written examination					50%		
14.	Mapping of assessment components to learning outcomes (LOs)								
	Assessment Components	LO1	LO2	LO3	LO4				
	Class Discussion	6		10					
	Assignment	11	22	20	12				
	Lab Test		22	20					
	Project	28	56	50	29				
	Final Examination	55			59				
15.	Details of Course								
	Topics	Mode of Delivery (eg : Lecture, Tutorial, Workshop, Seminar, etc.) Indicate allocation of SLT (lecture, tutorial, lab) for each subtopic							
		Lecture				Lab			
Hardware Inside the system unit: How computers represent data, introducing the system unit; Input, output and storage: Input devices, output devices, storage	6			0					

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<p>Software System Software: The operating system, system utilities; Application Software: General-purpose applications, system requirements and software versions</p>	4	0
<p>Connectivity and Networking Networks: Network fundamentals, LAN, WAN; Wired and Wireless Communication: Moving data, wired and wireless transmission media; The Internet and the World Wide Web: How the Internet works</p>	6	0
<p>Information Systems Databases and Information Systems: The levels of data in database, types of database, information systems in organizations</p>	2	0
<p>Programming and Languages The meaning of programming; The programming process; Levels of language; Major programming languages: Object-oriented languages, visual language</p>	2	0
<p>Graphics and Multimedia Graphics, Digital Media and Multimedia: Focus on computer graphics, hypertext and hypermedia, interactive multimedia</p>	2	0
<p>Computer in Society Privacy, crime and security: Privacy in cyberspace, computer crime and cybercrime, security</p>	2	0

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	Microsoft Word Introduction to Word: Entering and editing text, font formatting, paragraph formatting, automatic text formatting, page formatting, creating tables, clipart, drawing	0	6
	Microsoft PowerPoint Introduction to PowerPoint: Entering and editing text, font formatting, designing template, applying slide master, rehearse timing	0	4
	Microsoft Excel 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	0	6
	Microsoft Access Introduction to Access: Setting up a table, creating a form, entering and editing data, basic finds, sorts, filters, queries, creating report	0	6
	Total	24	22
16.	Total Student Learning Time (SLT)	Face to Face / Guided Learning	Independent Learning
	Lecture	24	24
	Laboratory/Practical	22	22
	Class Discussion	2	6
	Assignment	0	4
	Lab Test	4	18
	Project	2	10
	Final Examination	2	20
	Sub Total	56	104
	Total SLT	160	
17.	Credit Value	4	
18.	Reading Materials :		
	Textbooks		

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Shelly, G. B., & Vermaat, M. E. (2012). <i>Discovering computers: Your interactive guide to the digital world</i> . USA: Cengage Learning				
Reference Material (including 'Statutes' for Law)				
Beekman, G., & Beekman, B. (2012). <i>Digital planet : tomorrow's technology and you</i> . Prentice Hall.				
Evans, A., Martin, K., & Mary, A. (2012). <i>Technology in action: Go!</i> Upper Saddle River, NJ: Pearson Education.				
Parsons, J. J., Oja, D., & Mulder, D. (2014). <i>New Perspectives on Computer Concepts 2014 / Microsoft Office 2013</i> . Course Technology Ptr				
Vermaat, M. E. (2013). <i>Microsoft Office 2013: Introductory</i> . Cengage Learning.				
Appendix (to be compiled when submitting the complete syllabus for the programme) :				
<ol style="list-style-type: none"> 1. Mission and Vision of the University and Faculty 2. Programme Objectives or Programme Educational Objectives 3. Programme Outcomes (POs) 4. Mapping of POs to the 8 MQF domain 5. Summary of the Bloom's Taxonomy's Domain Coverage in all the Los in the format below : 				
Subject	Learning Outcomes (please state the learning Outcomes)	Bloom's Taxonomy Domain		
		Affective	Cognitive	Psychomotor
ABC1234	Learning Outcome 1			
	Learning Outcome 2			
	Learning Outcome 3			
	Learning Outcome 4			
DEF5678	Learning Outcome 1			
	Learning Outcome 2			
	Learning Outcome 3			
	Learning Outcome 4			
<ol style="list-style-type: none"> 6. Summary of LO to PO measurement 7. Measurement and Tabulation of result for LO achievement 8. Measurement Tabulation of result for PO achievement 				