

COURSE INFORMATION

1 .	Name of Course	Computer Applications	
2 .	Course Code	PCA0150	
3 .	Type of Course (e.g. : Core, major, elective etc.)	Core	
4 .	Synopsis	This course provides an introduction to the concepts of computer systems such as software and hardware, basic networking concepts, databases and security issues. The course also cover basic computing skills in using MS Word, MS Excel, MS PowerPoint and MS Access.	
5 .	Version (State the date of the Senate's approval - previous and the current approval date)	Current: August 2017 Previous: May 2016	
6 .	Name(s) of Academic Staff	Faizuniza Mashhod, Fauziah Kamarulzaman, Khairol Nizat Lajis, Mawar Madiyah, Nurhayati Yusoff, Robiatun Adawiah Ahmad Kushairi, Yaseen Abdullah.	
7 .	Semester and Year Offered	Trimester 1	
8 .	Credit Value	4	
9 .	Pre-Requisite	Nil	
10 .	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)		
11 .	Justification for including the course in the programme: To provide students with the fundamental knowledge and skills of computer applications and technologies		
12 .	Course Learning Outcomes (CLO)	Domain	Level
	CLO1: Describe concepts of computing and its applications.	Cognitive	1
	CLO2: Construct simple applications using Microsoft Office.	Cognitive	3
	CLO3: Demonstrate skills required in computing and its applications.	Cognitive	3
	CLO4: Apply knowledge related to computer technology and usage.	Cognitive	3

13 .	Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Methods and Assessment:														
	Course Learning Outcomes (CLO) (Must tally with CLOs in item 12)	Programme Learning Outcomes (PLO)											Teaching Methods	Assessment Method	
		P L O 1	P L O 2	P L O 3	P L O 4	P L O 5	P L O 6	P L O 7	P L O 8	P L O 9	P L O 10	P L O 11			P L O 12
	CLO1	✓	✓		✓	✓								Lecture, Lab	Class Discussion, Assignment, Project, Final Examination
	CLO2	✓	✓			✓		✓						Lecture, Lab	Assignment, Test, Project
	CLO3		✓			✓		✓						Lecture, Lab	Class Discussion, Assignment, Test, Project
	CLO4		✓			✓								Lecture, Lab	Assignment, Project, Final Examination
	Total	2	4		1	4		2						<i>Indicate the relevancy between the CLO and PLO by ticking "✓" the appropriate relevant box (This description must be read together with standards 2.1.2, 2.2.1, and 2.2.2 in Area 2 – pages 16 & 18 of COPPA 2.0)</i>	
14 .	Transferable Skills:														
	Teamwork, Communication, Problem solving and Technical skills														
15 .	Distribution of Student Learning Time (SLT)														
	Course Content Outline	**CLO	Teaching and Learning Activities				Guided Learning (NF2F)*	Independent Learning (NF2F)*	Total SLT						
			Guided Learning (F2F)*												
			*L	*T	*P	*O									
1	Hardware Inside the system unit: How computers represent data, introducing the system unit; Input, output and storage: Input devices, output devices, storage.	CLO1, CLO4	5		0		1	6	12						
2	Software System Software: The operating system, system utilities; Application Software: General-purpose applications, system requirements and software versions.	CLO1, CLO4	3		0		1	4	8						
3	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.	CLO1, CLO4	7		0		1	8	16						
4	Information Systems Databases and Information Systems: The levels of data in database, types of database, information systems in organizations.	CLO1, CLO4	2		0		0	2	4						

5	Programming and Languages The meaning of programming; The programming process; Levels of language; Major programming languages: Object-oriented languages, visual language.	CLO1, CLO4	2	0	0	2	4
6	Graphics and Multimedia Graphics, Digital Media and Multimedia: Focus on computer graphics, hypertext and hypermedia, interactive multimedia.	CLO1, CLO4	2	0	0	2	4
7	Computer in Society Privacy, crime and security: Privacy in cyberspace, computer crime and cybercrime, security.	CLO1, CLO4	2	0	0	2	4
8	Microsoft Word Introduction to Word: Entering and editing text, font formatting, paragraph formatting, automatic text formatting, page formatting, creating tables, clipart, drawing.	CLO2, CLO3	0	6	0	3	9
9	Microsoft PowerPoint Introduction to PowerPoint: Entering and editing text, font formatting, designing template, applying slide master, rehearse timing.	CLO2, CLO3	0	4	0	2	6
10	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.	CLO2, CLO3	0	6	0	3	9

11	Microsoft Access Introduction to Access: Setting up a table, creating a form, entering and editing data, basic finds, sorts, filters, queries, creating report.	CLO2, CLO3	0	6	0	3	9
	Total SLT						85
SUMMATIVE ASSESSMENT							
1. Continuous Assessment		Percentage %		Total SLT			
Class Discussion		5%		15			
Assignment		10%		4			
Test		10%		22			
Project and Presentation		25%		12			
		Total SLT for Continuous Assessment		53			
2. Final Assessment		Percentage %		Total SLT			
Final Exam		50%		F2F		ILT	
				2		20	
		Total SLT for Final Assessment (F2F + NF2F)		22			
Grand Total		100%		160			
**Indicate the CLO based on the CLO's numbering in Item 12. *L= Lecture, *T= Tutorial, *P= Practical, *O= Others, F2F*= Face to Face, NF2F*= Non Face to Face							
16	Identify Special Requirement to Deliver the Course (e.g., software, nursery, computer lab, simulation room): None						
17	Main References: Vermaat, M. E., Sebok, S. L., Freund, S. M., Frydenberg, M., & Campbell, J. T. (2017). Enhanced Discovering Computers 2017: Tools, Apps, Devices, and the Impact of Technology. Singapore: Cengage Technology Edition.						
18	Additional References: O'Leary, T. J., O'Leary, D., & O'Leary, L. I. (2017). Computer Essentials 2017: Making IT work for you. New York: McGraw-Hill Education. Parsons, J. J., Oja, D., & Mulder, D. (2014). New Perspectives on Computer Concepts 2014 / Microsoft Office 2013. Course Technology Ptr Vermaat, M. E. (2013). Microsoft Office 2013: Introductory. Cengage Learning.						

Note:

Cells shaded light grey contain formulas / fixed values. Edit these formulas only if needed.
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