

NO.	TITLE		
1.	Subject	<b>Introduction to Information Technology</b>	
2.	Subject Code	DHRM 104	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 1, Year 1	
6.	Objectives	The subject exposes the students to the principles of computer systems and the growth of information technology. It provides practical training in computer using MS-DOS, WINDOWS and introduces software packages such as Microsoft Word, Excel dan Access.	
7.	Learning Outcome	At the end of the lesson, the students will be able to: <ul style="list-style-type: none"> <li>- Apply to Microsoft Office in completing assignment</li> <li>- Understand the basic use and device of a computer</li> <li>- Understand the operating system and network.</li> </ul>	
8.	Synopsis	To provide a comprehensive overview of information technology and lessons in basic PC skills such as operating Windows, word processing, spreadsheet and simple database design. History of computers: link between abacus and modern devices. Operating systems: functions and types. Hands-on Microsoft Office application software.	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		<b>1. Introduction to Information Technology</b> <b>2. Storage Devices</b> <ul style="list-style-type: none"> <li>- Magnetic tape, optical disk</li> </ul> <b>3. MS-Word</b> <ul style="list-style-type: none"> <li>- Introduction, type text, bold, underline</li> <li>- Italics, cut, move, copy, alignment</li> <li>- Spelling checking, line spacing, drop cap</li> <li>- Create table, insert/delete row/ column, borders, mail merge</li> </ul> <b>4. MS- Excel</b> <ul style="list-style-type: none"> <li>- Introduction, change the size of column &amp; row</li> <li>- Manipulating data, calculation</li> <li>- Graph, formula, embedding Excel document in MS Word</li> </ul> <b>5. Types of Computers</b> <ul style="list-style-type: none"> <li>- Microcontroller, microcomputer, minicomputer, mainframe, supercomputer</li> </ul> <b>6. Programming Languages</b> <ul style="list-style-type: none"> <li>- Machine language, low level language, high level language, 4GL, natural languages</li> </ul>	4 6 8 8 6 6

		<b>7. Operating System</b> - Purpose, functions, types of operating systems	6
		<b>8. Network</b> - Types of network, network topology, modem, communication channel	6
		<b>9. Windows XP</b> - Introduction, Windows Explorer	6
		<b>TOTAL</b>	56
10.	Main Reference	Capron, H. L. (2002). <i>Computers: Tools for an Information Age</i> (7 <sup>th</sup> ed.). Addison Wesley.	
11.	Additional Reference	Parsons, J. (1999). <i>Computers, Technology &amp; Society</i> . Cambridge: Course Technology.	