

No.	Title		
1.	Subject	Introduction to IT	
2.	Subject Code	KE007	
3.	Status	Major	
4.	Credit Hours	Four (4) [(3L + 1T) x 14 weeks + 12 hours lab]	
5.	Semester and Year	Semester 3	
6.	Pre-requisite	-	
7.	Mode of Delivery	Lectures, tutorials and laboratories	
8.	Assessment	Assignments	15%
		Lab work/Test	15%
		Class Test	10%
		Final Examination	60%
9.	Objectives	<ol style="list-style-type: none"> To provide a good knowledge of the basic features of an operating system, hardware, software. To provide the scope to use Windows, MS DOS, Excel, etc. To provide the appropriate skills to obtain information from the internet. 	
10.	Learning Outcomes	<p>Upon the completion of the unit, the students will be able to:</p> <ol style="list-style-type: none"> Use the basic features of a typical operating system Windows XP. Describe the hardware and software components of a computer system and explain their purpose. Use of Windows, MS DOS, Microsoft Word, Excel, Power Point, Access. Obtain knowledge on the Internet. 	
11.	Details of subject	Contents	Hours
		Chapter 1: MS-DOS	
		Formatting a disk. Editing Files – Copying from disk to disk, copying files, copying a batch of the same type of files. Deleting files. Renaming files. Directories – checking contents, creating, restoring files into new directory, deleting, renaming.	4L 1T
		Chapter 2: CPU internal hardware	
		Address bus, BIOS, bootstrap loader, byte, cache memory, Clock skew, compiler, control bus, data us, hardware, instruction register, instruction set, nonvolatile, program, RAM, and software.	5L 2T
		Chapter 3: Windows XP	
		Introduction to Windows XP – start button, icons, desktop. Manipulation of screens. Changing displays, screen saver, dialogue boxes. Formatting disk. Editing Files – copying, moving, deleting, renaming, checking contents, creating new folder. Directories – creating, deleting, renaming. System Restore, scandisk, disk defragmenter. Backup, Outlook express, firewall.	6L 2T

		<p>Chapter 4: Application Software-MS WORD</p> <p>Introduction – briefing on toolbars, icons, menus. Editing - Typing a text, error correction, copying, cutting, pasting. Viewing documents – Normal, Layout, Outline, Formatting - Fonts Paragraphs - moving, deleting, spacing, bullets & numbering. Spell Check, Autocorrect, Find, Replace and Go To Commands. Tabs – setting tab stops, alignment. Tables – creating, editing rows and columns, borders, shading, copying. Graphics – inserting symbols, pictures. MailMerge.</p>	<p>6L 2T</p>
		<p>Chapter 5: Application Software-MS Excel</p> <p>Introduction to Excel - icons, menus, pointers, cells Inputting data into excel table, error correction Editing - changing sizes of columns and rows, restoring cells to default height and width: copying, moving inserting and deleting rows and columns. Format - different formats for numbers: fixed, scientific, currency, comma, percentage. Calculations - addition, subtraction, multiplication and division. Graphs – bar charts, pie charts and line graphs.</p>	<p>6L 2T</p>
		<p>Chapter 6: Application Software- MS Access</p> <p>Introduction – concept of databases. Editing of databases - fixing the size of fields, changing fields, inserting rows and columns, use of filters. Forms – creation and editing of forms. Reports – generation of reports. Queries – creating a query.</p>	<p>3L 1T</p>
		<p>Chapter 7: Microsoft Power Point</p> <p>Microsoft power point: Creating a Presentation—From Start to Finish Animating and Timing Your Presentation format slides, arrange slides, set up the show. Enhancing Your Presentations. Add transitions to slides. Control slide display. Use speaker notes. Add movie clips.</p>	<p>6L 2T</p>
		<p>Chapter 8: Webpage design</p> <p>Webpage design. HTML, using various software to design the webpage. The free webpage server from the internet.</p>	<p>6L 2T</p>
		<p>Total</p>	<p>L = 42 hrs T = 14 hrs P = 12 hrs 68 hours</p>

12.	Main Reference	<ol style="list-style-type: none">1. Murray, K. (2004). <i>Faster Smarter Microsoft Office System 2003</i>. Microsoft Press.2. Online Training Solutions, Inc. (1998). <i>Microsoft Office 2003 Step by Step</i>. Microsoft Press.3. Bott, E., and Leonhard, W. (2003). <i>Using® Microsoft® Office, Special Edition</i>. Que.
13.	Additional Reference	"Introduction to IT", Lecture notes: Stamford College.
14.	Practical/Lab Classes	<p>Most of the unit is assignment-based and students are required to conduct assignments in the laboratory under the supervision of the unit tutor.</p> <ol style="list-style-type: none">1. Practical Exercises on Windows XP2. Practical Exercise on backup windows3. Practical Exercises on MS-DOS command4. Practical Exercises on CPU hardware installation5. Practical Exercises on Application software (MS Word, MS Excel, Access, power point)6. Exercises on How to Set Up Outlook Express

