## Course Syllabus

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|---|---|---|
| **1.** | **Program of Study** | Bachelor of Science Program<br>Bachelor of Arts Program<br>Bachelor of Business Administration Program<br>Bachelor of Nursing Science Program |
| | **Faculty/Institute/College** | Mahidol University International College |
| **2.** | **Course Code** | ICNS 141 |
| | **Course Title** | Introduction to Computers |
| **3.** | **Number of Credits** | 4(3-2-7) (Lectures/Lab/Self-Study) |
| **4.** | **Prerequisite *(s)*** | none |
| **5.** | **Type of Course** | General Education Course |
| **6.** | **Session** | 1st, 2nd and 3rd trimester |
| **7.** | **Conditions** | **-** |

**8. Course Description**

Personal computer skill; prerequisite elementary exposure to hardware and software tools useful for basic practices on microcomputer applications; word processing; electronic mail; internet tools; spreadsheets; databases; presentation graphics; and external database retrieval.

**9. Course Objective *(s)***

After successful completion of this course, students should be able to

9.1 learn how computer works.

9.2 learn how computers are used in organization and the process used to install systems.

9.3 learn the vocabulary of the information system industry.

9.4 develop hands-on computer skills that will be used in other course and throughout a student's career.

**10. Course Outline**

| Week | Topic | Hour | | | Instructor |
|---|---|---|---|---|---|
| | | Lecture | Lab | Self-Study | |
| 1 | - Introduction to computer<br>- Types of Computers<br>- Introduction to Internet<br>- Introduction to Windows<br>Windows | 3 | 2 | 7 | Brian Phillips |
| 2 | - Input Devices<br>- Output Devices<br>- Transforming Data<br>- Windows<br>Introduction to PowerPoint | 3 | 2 | 7 | Brian Phillips |
| 3-4 | - CPUs<br>- Expansion Ports<br>- Storage<br>- Midterm review<br>PowerPoint<br>-Views & Designing Slides | 3 | 2 | 7 | Brian Phillips |
| 5 | - Midterm exam<br>- Lab test | 3 | 2 | 7 | Brian Phillips |
| 6 | - Operating System<br>- Applications<br>- Word for Windows | 3 | 2 | 7 | Brian Phillips |
| 7 | - Networking Basics<br>- Internet Basics<br>- Word for Windows<br>- Tabs, tables and mail merge | 3 | 2 | 7 | Brian Phillips |
| 8 | - Graphics andGraphics Sofeware<br>- Basics of Information Systems<br>- Flash<br>- Shape twinning, animation within objects | 3 | 2 | 7 | Brian Phillips |
| 9 – 10 | Building and Information System<br>- Word for Windows<br>- Styles and Templates<br>Graphics Package | 3 | 2 | 7 | Brian Phillips |

| | | | | | |
|---|---|---|---|---|---|
| 11 | - Computing Issues<br>- Cropping and cleaning up | 3 | 2 | 7 | Brian Phillips |
| | Total | 33 | 22 | 77 | Brian Phillips |
| Final Examination | | | | | |

**11. Teaching Method *(s)***

11.1. Lecture
11.2 Lab practice
11.3 Project

**12. Teaching Media**

12.1 PowerPoint
12.2 Handouts
12.3 Assigned book

**13. Measurement and evaluation of student achievement**

Student achievement is measured and evaluated by

13.1 the ability to learn how computer works.
13.2 the ability to learn how computers are used in organization and the process used to install systems.
13.3 the ability to learn the vocabulary of the information system industry.
13.4 the ability to develop hands-on computer skills that will be used in other course and throughout a student's career.

Student's achievement will be graded according to the faculty and university standard using the symbols: A, B+, B, C+,C,D+, D, and F.

Students must have attended at least 80% of the total class hours of this course.

MUIC standard grading criteria: 90% and above is grade A

Ratio of mark

| **Component** | **%** |
|---|---|
| 1.Quizzes | 10 |
| 2.Projects | 10 |
| 3.Midterm exam | 40 |
| 4.Final exam | 40 |
| **Total** | 100 |

Display spreadsheet in class that shows record of attendance, as well as current grade status on quizzes, projects, and exam.

**14. Course evaluation**

14.1 Students' achievement as indicated in number 13 above.

14.2 Students' satisfaction toward teaching and learning of the course using questionnaires.

**15. Reference *(s)***

Bott, Ed & Carl Siechert. ***Microsoft Windows XP: Inside Out***. 2001.

Jones, Edward & Derek Sutton. ***Office' 97 Bible***. IDG Books, 1997.

Norton, Peter. ***Introduction to Computers***. Glenco/McGraw-Hill. 5th ed., 2004.

***Using Flash MX***. Sorenson Spark/ Macromedia, 2002.

Woods, P.S. ***Macromedia Flash 5 Developer's Guide***. Osborne/McGraw-Hill, 2001.

**16. Instructor *(s)***

16.1 Brian J. Phillips

**17. Course Coordinator**

Brian J. Phillips