



اُنْبُوْسِيَّتِي تَتَكُونُ لَوِيكِي مَارَا

UNIVERSITI TEKNOLOGI MARA  
MELAKA



<http://goo.gl/A4JQ>

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Course	: Computers and Information Processing	Lecturer	: Nur Elimtiaz bin Abidin
Course Code	: CSC134	Contact No.	: 06-5582181 (Office) 019-2932507
Program	: Various Programs	Website	: <a href="http://nurelimtiaz.uitm.edu.my">nurelimtiaz.uitm.edu.my</a>
Credit Hours	: 3	Room	: CB113
Contact Hours	: 4	Semester	: Dec 2014 – Apr 2015
Course Status	: Non Core		
Pre-requisite	: None		

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### **COURSE DESCRIPTION**

Learn basic through intermediate computer concepts with an emphasis on the personal computer and its practical use, including hardware, application and system software, the Internet and World Wide Web, communications, database management, e-commerce, and computers in society. Focus on this course is on the basic knowledge required to be computer literate in today's digital world.

There are nine (9) chapters that you need to master in forms of:

- Chapter 1 (1) *Introduction to Computers*
- Chapter 2 (4) *The Component of the System Unit*
- Chapter 3 (5) *Input and Output*
- Chapter 4 (6) *Storage*
- Chapter 5 (7) *Operating System and Utility Programs*
- Chapter 6 (3) *Application Software*
- Chapter 7 (2) *Internet and The Web*
- Chapter 8 (8) *Communication and Network*
- Chapter 9 (10) *Privacy, Security, Ethics and Ergonomics*

*\*numbers in brackets indicates chapter's number inside text book.*

### **COURSE POLICIES**

- **Test and Quiz Policy**

Two test and two quizzes will be given. No make-up test and quiz will be allowed without prior arrangements being made. Quizzes are usually given at the beginning of a lecture. Students who arrive late will not be permitted to take quiz.

- **Preparing for Examinations:**

Attend lecture and read the chapters. At least 90% of the questions are taken directly from the reading material. Review the Chapter Review and Key Terms sections at the end of the chapters on which you are being tested.

- **In Case You Are Late or Absent:**

It is your responsibility to get the course notes, handouts, and laboratory assignments when you miss class or be late.

- **Assessment**

**Continuous Assessment:**

▪ Test (2)	15 %	} <b>50</b>
▪ Quiz (2)	5 %	
▪ Assignment (Project)	10 %	
▪ Lab Project (3)	20 %	

**Final Examination** 50 %

**TOTAL** **100 %**

**(Additional minimum passing requirement: Student are required to pass the final examination with a minimum 50% score in order to pass the course)**

- **Textbook**

Shelly, Garry B., and Vermatt, Misty E., *Discovering Computers, Fundamentals: Living in a Digital World*, 2011 Edition, 2011, Shelly Cashman Series, Course Technology, Cengage Learning.

Ernie Amiza Ahmad, et.al, *Introduction to Microsoft Office 2003*, 2010, Cengage Learning Asia Pte Ltd.

- **Checklist**

Please ensure that you have already:

- **Registered** for this course – CSC134, according to group assigned (i.e: MBM1183A) and please validate it accordingly.
- Filled your course **Entrance Survey** at i-Learn portal (01/12/2014 – 14/12/2014).
- Will fill your course **Exit Survey** also at i-Learn portal (09/03/2015 – 22/03/2015)
- Downloaded softcopy of all chapters (powerpoint) from my website:- **nurelimitiaz.uitm.edu.my @ <http://goo.gl/ePrudR>**
- **Filled your student profiling form at <http://goo.gl/A4JQ1q>**
- **Registered** your virtual class on edmodo.com using specific class code:
  - MBM1183E - ye479h @ <https://edmo.do/j/zvf8a6>

## ACADEMIC CALENDAR FOR SEMESTER DEC 2014 – APR 2015 (CSC134)

Week / Date	Modules	Homework/Laboratory Assignment
1 01/12 – 05/12	Course Overview	<ul style="list-style-type: none"> <li>• Brief Introduction</li> </ul>
2 08/12 – 12/12	Chapter 1: Introduction to Computers	<ul style="list-style-type: none"> <li>• Introduction to computers</li> <li>• Components of a computer</li> <li>• Type of computers</li> <li>• Computer in society</li> </ul>
3 15/12 – 19/12	Chapter 2: The Component of the System Unit	<ul style="list-style-type: none"> <li>• Electronic data and instructions</li> <li>• System Board</li> <li>• Microprocessor</li> <li>• Memory</li> <li>• System clock</li> <li>• Expansion slot and cards</li> <li>• Bus lines</li> <li>• Ports and cables</li> <li>• Power supply</li> </ul>
4 22/12 – 26/12	<b>MID TERM BREAK: 22 DECEMBER 2014 – 04 JANUARY 2015</b>	
5 29/12 – 02/01		
6 05/01 – 09/01	Chapter 3: Input and Output	<ul style="list-style-type: none"> <li>• Input devices: keyboard, pointing devices, scanning devices, image capturing devices, audio-input devices etc.</li> <li>• Output devices: monitor, speaker, projector etc.</li> </ul>
7 12/01 – 16/01	Chapter 4: Storage (Secondary)	<ul style="list-style-type: none"> <li>• Floppy disks</li> <li>• Hard disks</li> <li>• Optical Disks</li> <li>• Other types of secondary storage</li> </ul>
8 19/01 – 23/01	Chapter 5: System Software	<ul style="list-style-type: none"> <li>• Types of system software: operating system and utility program</li> <li>• Functions, features and categories of OS</li> <li>• Most popular OS used today</li> <li>• Types of Utilities</li> </ul>
9 26/01 – 30/01	<b>(TEST 1)</b>	<ul style="list-style-type: none"> <li>• Covers Chapter 1 until Chapter 5</li> </ul>
10 02/02 – 06/02	Chapter 6: Application Software	<ul style="list-style-type: none"> <li>• Types of basic application software: word processor, spreadsheet, DBMS, graphic presentation and browser</li> <li>• Types of specialized application software: multimedia, web authoring, graphic programs, artificial intelligence and virtual reality.</li> </ul>
11 09/02 – 13/02	Chapter 7: Internet and The Web	<ul style="list-style-type: none"> <li>• Internet services: communicating, shopping (e-payment, e-commerce), entertainment (games, movie previews), researching</li> <li>• Internet access: ISP and online services</li> <li>• Web utilities</li> </ul>
12 16/02 – 20/02	Chapter 8: Communication and Network	<ul style="list-style-type: none"> <li>• Communication systems: sending and receiving devices, communication channels, connection devices and data transmission specifications</li> </ul>

13 23/02 – 27/02	Chapter 9: Privacy, Security, Ethics and Ergonomics	<ul style="list-style-type: none"> <li>• Privacy: how to protect privacy and personal responsibility</li> <li>• Security: threats to computer security, computer criminal, computer crime and measure of protection</li> </ul>
14 02/03 – 06/03	<b>(TEST 2)</b>	<ul style="list-style-type: none"> <li>• Covers Chapter 5 until Chapter 9</li> </ul>
15 09/03 – 13/03	<b>FINAL PROJECT PRESENTATION</b>	
16/03 – 20/03	<b>FINAL PROJECT PRESENTATION</b>	
23/03 – 27/03	<b>STUDY WEEK AND REVISION</b>	
30/03 – 17/04	<b>(FINAL EXAMINATION: 30/03/2015 – 17/04/2015)</b>	