



اُنْبُوْسِيَّتِي تَكُونُ لَوِي كِي مَارَا

UNIVERSITI TEKNOLOGI MARA
MELAKA



<http://goo.gl/A4JQ>

Course	: Office Software Applications	Lecturer	: Nur Elimtiaz bin Abidin
Course Code	: OMT255	Contact No.	: 06-5582181 (Office) 019-2932507
Program	: BM118		
Credit Hours	: 3		
Contact Hours	: 4	Website	: nurelimtiaz.uitm.edu.my
Course Status	: Core	Room	: CB113
Pre-requisite	: None	Semester	: Dec 2014 – Apr 2015

COURSE DESCRIPTION

Office Software Applications is an advanced course emphasizing knowledge, application and hands-on experience on current office technology. Emphasis is also placed on the use of other productivity software for the design and creation of simple databases, web page and desktop publishing activities.

There are six (6) modules that you need to cover in forms of:

- Module 1 *Microsoft Project (Project Management)*
- Module 2 *Email*
- Module 3 *Microsoft Publisher (Desktop Publishing)*
- Module 4 *Web Page Design*
- Module 5 *Microsoft Access (Database)*
- Module 6 *Multimedia Super Corridor*

COURSE POLICIES

- **Common Test**

One common test will be given. No make-up test will be allowed without prior arrangements being made.

- **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 from your lecturer or pals.

- **Assessment**

Continuous Assessment:

Project Management	10 %	}	80 %
Email (2)	10 %		
HTML	15 %		
Microsoft Access	10 %		
Desktop Publishing (3)	15%		
Final Project	20%		
Common Test	20 %		
TOTAL	<u>100 %</u>		

- **Checklist**

Please ensure that you have already:

- **Registered** for this course – OMT255, according to group assigned (i.e: MBM1184A) 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)
- Registered or owned a proper personal email account for each of you.
- Downloaded softcopy of all chapters (powerpoint) from my website:- **nurelimtiaz.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:
 - MBM1184D - e2nbvh @ <https://edmo.do/j/6mxii5>

OMT255 ACADEMIC CALENDAR FOR SEMESTER DEC 2014 – APR 2015

Week / Date	Modules	Homework/Laboratory Assignment
1 01/12 – 05/12	Introduction to Project Management	1. What is Project Management 2. Gantt Chart
2 08/12 – 12/12	Introduction to Project Management	3. Project Management Software (MS Project)
3 15/12 – 19/12	Introduction to E-mail	E-mail fundamentals (compose, send/reply/forward/manage folders/attach files/ calendaring and to do list)
4 22/12 – 26/12	MID TERM BREAK: 22 DECEMBER 2014 – 04 JANUARY 2015	
5 29/12 – 02/01		
6 05/01 – 09/01	Introduction to Desktop Publishing (DTP)	1. What is DTP? 2. Newsletter/brochure/flyer guidelines
7 12/01 – 16/01	Introduction to Desktop Publishing (DTP)	3. Graphic fundamentals (PNG, GIF, JPEG) 4. MS Publisher
8 19/01 – 23/01	Introduction to HTML (Web Page Design)	Tags/Paragraphs/Attributes/Lists/Graphics/Alignments/Links/Tables/Frames
9 26/01 – 30/01	Introduction to HTML (Web Page Design)	Tags/Paragraphs/Attributes/Lists/Graphics/Alignments/Links/Tables/Frames
10 02/02 – 06/02	Introduction to HTML (Web Page Design)	Tags/Paragraphs/Attributes/Lists/Graphics/Alignments/Links/Tables/Frames
11 09/02 – 13/02	Introduction to Database (Access)	1. What is database? 2. Objects in database 3. Hierarchy of data : Character database, file, record, field
12 16/02 – 20/02	Introduction to Database (Access) 19/02 – 20/02 CNY	4. Primary key, field length, data type, query, criteria 5. Advantages of DBMS 6. Types of Database
13 23/02 – 27/02	Introduction to Database (Access)	4. Primary key, field length, data type, query, criteria 5. Advantages of DBMS 6. Types of Database
14 02/03 – 06/03	Multimedia Super Corridor (MSC)	
15 09/03 – 13/03	FINAL PROJECT PRESENTATION	
16/03 – 20/03	FINAL PROJECT PRESENTATION	
23/03 – 27/03	STUDY WEEK AND REVISION	
30/03 – 17/04	(FINAL EXAMINATION: 30/03/2015 – 17/04/2015)	