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| **Course synopsis** | As a primer subject, this course will introduce students to information systems and technology (IS/IT), as well as its uses in daily life both at home and at work. Various aspects of IS/IT encompassing hardware, software, network, communications, internet, multimedia, graphics and systems applications will be introduced. Students will be equipped with basic skills in handling PC installation and productivity tools via practical work in the labs, which shall comprise a major part of the study. At the end of the course, student should be able to distinguish basic IS/IT component and applications. |
| **Course lecturer(s)** | **Name** | **Office** | **Tel (07-55)** | **E-mail (@utm.my)** |
| **Dr Aryati Bakri (P) (02)** | **N28-402-09** | **32408** | **aryati@utm.my** |

**Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:**

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| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **CLO** | **PLO****(ICGPA CODE)** | **Weight (%)** | **\*Taxonomies****and****\*\*generic skills** | **T&L methods** | **\*\*\*Assessment methods** |
| CLO1 | To demonstrate the assembly of computer hardware and the use of basic productivity software  | PLO1 (KW) | 35 | C4 | Lab work | Assignment, Test |
| CLO2 | To differentiate different types of information systems and the lifecycle of information systems. | PLO1 (KW) | 15 | C4 | Lecture, active learning | Assignment |
| CLO4 | To identify the requirements and job specification in brief for a career in IT. | PLO8 (AD) | 20 | AD2 | Lecture, industry visit | Industry Visit Report. |
| Refer \*Taxonomies of Learning and \*\*UTM’s Graduate Attributes, where applicable for measurement of outcomes achievement\*\*\*T - Test; IP - Individual Project; A – Assignment; PL - Public Lecture Report; IV - Industry Visit Report. |

**Details on Innovative T&L practices:**

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|  | **Type** | **Implementation** |
| 1. | Active learning | Conducted through in-class activities, for example Two-Minute Paper, Think-Pair Share, Note Checking, Reflection and JIGSAW. |
| 2. | Project-based learning | Each student is required to complete his/her own e-portfolio that can be accessed through student portal developed by CICT UTM. The purpose of this project is to enable students to collect all evidences of his/her learning journey over time during study in UTM. This would be a great benefit to the students when they applying jobs after graduating from the university and as a part of lifelong learning.  |
| 3. | Industry visit | Industry visit is an approach of work-based learning and be a part of NALI (New Academic Innovative Learning). From industry visit, students can clearly understand the role of ICT in various types of organisations e.g. ICT as core business of organizations or ICT as a business enabler. In addition, the students can identify the requirements and job specifications for a career in ICT. |
| 4. | Lab work | Students are required to assemble and reassemble computer hardware and this lab work will be done in small groups. |

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**Weekly Schedule:**

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| **Week 1****8/9/19****Holiday: 9/9/19** | **Design Thinking**  | Assignment #1: Design Thinking (Group)Assignment #2: Video(Group) |
| **Week 2****15/9/18****Holiday: 16/9/19** | **CHAPTER 1**: Overview of Technology and Information Systems (People, Software, Hardware, Data, connectivity)  |  |
| **Week 3****22/9/19** | **CHAPTER 2**: The Internet, The Web and Electronic Commerce**CHAPTER 3**: Basic Application Software and Specialized Application Software |  |
| **Week 4****29/9/19** | ***Industry Visit – CICT, UTM***  | Industry Report #1: (Group) |
| **Week 5****6/10/19** | **CHAPTER 4**: System Software and **CHAPTER 5**: The System Unit |  |
| **Week 6****13/10/19** | **CHAPTER 6**: Input and Output**CHAPTER 7**: Secondary Storage |  |
| **Week 7****20/10/19** | ***Hands-on PC Assemble & Installation (Setup) of Computer Program*** | Assignment #3: (Individual: PC Assemble) |
| **Week 8****27/10/19** | MID TERM BREAK (27-31/10/2019) |  |
| **Week 9****3/11/19** | Mid-Term Test (4/11/19) | Objective (E-learning) |
| **Week 10****10/11/19** | ***Industry Visit*** | Industry Report #2: (Group) |
| **Week 11****17/11/19** | **CHAPTER 8**: Communications and Network**CHAPTER 9**: Privacy and Security |  |
| **Week 12****24/11/19** | **E-portfolio** |  |
| **Week 13****1/12/19** | **CHAPTER 10**: Information Systems**CHAPTER 11**: Databases |  |
| **Week 14****8/12/19** | **CHAPTER 12**: Systems Analysis and Design**CHAPTER 13**: Programming and Languages |  |
| **Week 15****16/12/18** | Project Presentation (E-portfolio) | Project (Individual) |

**Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):**

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| Team workingWriting technical reportReflection report |

**Effective learning time (ELT) details:**

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| Distributionof studentLearningTime (SLT) Coursecontentoutline |  | Teaching and Learning Activities | TOTALELT |
| Guided Learning(Face to Face) | Guided LearningNon-Face to Face | Independent LearningNon-Face to face |  |
| **CLO** | **L** | **T** | **P** | **O** |  |  |  |
| CLO 1 | 18h |  | 2h |  |  | 25h30m | **47h30m** |
| CLO 2 | 9h | 2h |  |  | 2h | 5h30m | **19h30m** |
| CLO 3 | 5h |  |  |  | 8h |  | **13h** |
| CLO4 |  |  |  |  | 30h |  | **30h** |
| CLO 5 | 2h |  | 3h |  |  | 23h | **28h** |
| **Total ELT** | **34h** | **2h** | **5h** |  | **40h** | **54h** | **135h** |

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|  Continuous Assessment | PLO | Percentage | Total ELT |
| 1 | Assignment #1 (Design Thinking) | KW | 10 | **3h** |
| Assignment #2 (Video) | KW | 10 | **2h** |
| Assignment #3 (PC) | KW | 5 | **4h** |
| Presentation | KW | 5 |  |
| 2 | Industry Visit Report #1 Pertonas | AD | 10  | As in CLO 1 (30h) |
| Industry Visit Report #2Big Data Week | AD | 10  | As in CLO 1 (30h) |
| Industry Visit Report #3, (CICT) | AD | 10 | As in CLO 1 (30h) |
| 3 | Test | KW | 20 | **2h** |
| 4 | Individual Project | AD | 20 | **2h** |
| **Grand Total ELT** | **150h** |

##### Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

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| Computer hardware for assembling activity, Windows 10, Adobe Photoshop, Movie Maker, Powtoon,  |

**Learning resources:**

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| **Text book (if applicable)**O’Leary et. al (2017), “Computing Essentials 2017 - 26th Edition”, McGraw Hill**Main references**Misty E. Vermaat et. al (2017), “Enhanced Discovering Computers ©2017”, Course TechnologyJoseph Valacich & Christoph Schneider (2015), “Information Systems Today: Managing in the Digital World (7th Edition) 7th Edition”, Pearson**Additional references** Misty E. Vermaat et. al (2016), “Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory 1st Edition”, Course Technology**Online**[**http://elearning.utm.my**](http://elearning.utm.my) |

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| **Academic honesty and plagiarism:**

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| Copying of work (texts, lab results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and exams and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else’s work, to lend your work to them or to make your work available to them to copy. |

**Other additional information (Course policy, any specific instruction etc.):**

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| 1. Attendance is compulsory and will be taken in every lecture session. Student with less than 80% of total attendance is not allowed to sit for final exam.
2. Students are required to behave and follow the University’s dressing regulation and etiquette all the timel.
3. Exercises and tutorial will be given in class and some may be taken for assessment. Students who do not do the exercise will lose the coursework marks for the exercise.
4. Assignments must be submitted on the due dates. Some points will be deducted for late submissions. Assignments submitted three days after the due date will not be accepted.
5. Make up exam will not be given, except to students who are sick and submit medical certificate confirmed by UTM panel doctors. Make up exam can only be given within one week of the initial date of exam.
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**Disclaimer:**

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