Course Syllabus (Academic Year 2021)

School of Interdisciplinary Studies, Kanchanaburi Campus, Mahidol University

1. **Course No. and Title** : KABA 250 Introduction to Information Technology and
Computer Application in Business

2. **Credit (study hours)** : 3 (2-2-5)

3. **Program Name** : Bachelor of Business Administration Program

4. **Course Module** : Core couse

 Pre/co-requisite : no

5. **Class Semester** : ☑ 1st Semester ☐ 2nd Semester   Academic Year 2021

6. **Class Schedule & Venue** : Lecture 13.00–16.00 PM, Thursday. (Online: WebEx, Line Group &
Facebook)/Room 2204

7. **Class Coordinator** : CHALOEMPON SRITONG

 Contact No. : 089-7041141 Email : chaloempons@hotmail.com

8. **Course Description**

9. Evolution and history of computers, Fundamental concepts of computer systems, Computer main components, Operating systems and the usage, Computer networks and interconnection, Search engines for Internet. E-mail mechanism and its usage, Internet security, information technology law and ethics, information technology future trends, processing software, spreadsheet software, Presentation software and Application for digital technology

10. **Course Objectives / Course Learning Outcomes (CLOs)**

No.	Objectives / CLOs	Expected Skills / Knowledge		PLOs
		Specific	Generic	
1	Explain the basic knowledge of information technology, computer technology, digital technology, artificial intelligence. (AI: Artificial Intelligence) the evolution of computer technology, and copyright law.	S2 Analyze, apply, and communicate complex information for functional level decision making, with knowledge of	G2 Practice work within teams and in multi-disciplinary environments G3 Determine effectively communication in an	1.1, 3.1

2	Students understanding of the work. Use a word processor, presentation program, and table management application to study and daily life.	current trends and skill set as determined by businesses	organizational context using visual aids	1.2, 6.1

11. Class Instructor List

Name : CHALOEMPON SRITONG Contact No. : 089-7041141   Email : chaloempons@hotmail.com

12. Course Outline

Week	Date	Contents	CLOs	Instructor's Names
1	19 Aug 2021	Introduction and The elements of the computer system		CHALOEMPON
2	26 Aug 2021	Information and information management		CHALOEMPON
3-4	2, 9 Sep 2021	Operating system		CHALOEMPON
5-6	16, 23 Sep 2021	Internet and Digital Technology		CHALOEMPON
7-9	30 Sep, 7, 14 Oct 2021	Word processing software (Room 2204)		CHALOEMPON
10-12	21, 28 Oct, 4 Sep 2021	spreadsheet software (Room 2204)		CHALOEMPON
13-15	11, 18, 25 Nov 2021	Presentation software (Room 2204)		CHALOEMPON
16	Final Examination			
17				

13. Course Assessment

No.	Methods / Activities	Regulations	CLOs	Week	Weight Distribution (%)
1	Final exam	3 hours exam		16-17	30
2	Quiz	- 3 hours exam (MS-Word Programs) - 3 hours exam (MS-Excel Programs) - 3 hours exam (MS-PowerPoint Programs)		8, 12, 15	40

		will be announced in the class			
3	Class participation & Assignments	will be announced in the class		Every week	20
4	Reports & Present	will be announced in the class		Every week	10
				Total	**100**

14. Grading System

☑ Criterion-referenced evaluation

Grade	Score	Grade	Score	Grade	Score	Grade	Score
A	≥ 80 %	B	70 – 74.99%	C	60 – 64.99%	D	50 – 54.99%
B+	75 – 79.99%	C+	65 – 69.99%	D+	55 – 59.99%	F	< 50 %

☐ Norm-referenced evaluation

*If use both criterion and norm-referenced evaluation, please tick two boxes.

15. References

15.1 ธัชชัย จำลอง, คู่มือการใช้งาน Microsoft Office 2013 ฉบับสมบูรณ์. กรุงเทพฯ : ซีเอ็ดยูเคชั่น; 2558.

15.2 สุธีร์ นวกุล, คู่มือ Windows 7 & Office 2010. กรุงเทพฯ : ซีเอ็ดยูเคชั่น; 2545.

15.3 วิโรจน์ ชัยมูล และ สุพรรษา ยวงทอง. ความรู้เบื้องต้นเกี่ยวกับคอมพิวเตอร์และเทคโนโลยีสารสนเทศ.พิมพ์ครั้งที่ 1. กรุงเทพฯ: บริษัท ดวงกมลสมัย จำกัด; 2552.

15.4 V. Rajaraman (2003). Introductin to Information System. Prentice Hall of India Private Limited . New Delhi. India.