# Course Syllabus (Academic Year 2020)

## 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 2020

6. **Class Schedule & Venue** : Lecture 13.00–16.00 PM, Thursday. (Online: WebEx,  Line Group &
   Facebook), Lab 09.00 – 17.00 PM, Room 2204 (21-27 September 2020).

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 | 13 Aug 2020 | introduction | | CHALOEMPON |
| 2 | 20 Aug 2020 | The elements of the computer system | | CHALOEMPON |
| 3 | 27 Aug 2020 | Information and information management | | CHALOEMPON |
| 4 | 3 Sep 2020 | Operating system and network 1 | | CHALOEMPON |
| 5 | 10, 17 Sep 2020 | Operating system and network 2 | | CHALOEMPON |
| 6 | 21-22 Sep 2019 | Word processing software (Room 2204) | | CHALOEMPON |
| 9 | 23-25 Oct 2019 | spreadsheet software  (Room 2204) | | CHALOEMPON |
| 13 | 26-27 Nov 2019 | 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)<br>- 3 hours exam (MS-Excel Programs)<br>- 3 hours exam (MS-PowerPoint Programs)<br>will be announced in the class | | 8, 12, 15 | 40 |
| 3 | Class participation & | will be announced in the class | | Every week | 20 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Assignments | | | | | |
| 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 | $\geq$ 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.