Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan, Sultan Kudarat
COLLEGE OF COMPUTER STUDIES
Second Semester | SY 2023 - 2024

UNIVERSITY VISION

A trailblazer in arts, science and technology in the region.

UNIVERSITY MISSION

The University shall primarily provide advance instruction and professional training in science and technology, agriculture, fisheries, education and other related field of study. It shall undertake research and extension services, and provide progressive leadership in its area of specialization.

UNIVERSITY GOAL

To produce graduates with excellence and dignity in arts, science and technology.

UNIVERSITY STRATEGIC GOALS

a. Deliver quality service to stakeholders to address current and future needs in instruction, research, extension, and production
b. Observe strict implementation of the laws as well as the policies and regulations of the University
c. Acquire with urgency state-of-the-art resources for its service areas
d. Bolster the relationship of the University with its local and international customers and partners
e. Leverage the qualifications and competences in personnel action and staffing
f. Evaluate the efficiency and responsiveness of the University systems and processes

UNIVERSITY OBJECTIVES

a. Enhance competency development, commitment, professionalism, unity and true spirit of service for public accountability, transparency and delivery of quality services;
b. Provide relevant programs and professional trainings that will respond to the development needs of the region;
c. Strengthen local and international collaborations and partnerships for borderless programs;
d. Develop a research culture among faculty and students;

e. Develop and promote environmentally-sound and market-driven knowledge and technologies at par with international standards;
f. Promote research-based information and technologies for sustainable development;
g. Enhance resource generation and mobilization to sustain financial viability of the university.

Program Objectives and its relationship to University Goals:

PROGRAM OBJECTIVES (PO)	OBJECTIVES						
A graduate of BS in Information technology can:	a	b	c	d	e	f	g
a) innovate technological concepts and ideas underpinning desired IT solutions;	/	/		/	/	/	/
b) administer competently the computer networks, systems development, software applications, hardware and maintenance;	/	/	/	/	/	/	/
c) design industry-based applications, infrastructures and technologies that will promote the advancement and development of the community	/	/	/	/	/	/	/
d) Adopt to various national and international industries standards in the practice of the profession; and	/	/	/	/	/	/	/
e) demonstrate professionalism in the social, environmental and legal aspects of information technology.	/				/		

1. Course Code : FTS
2. Course Title : Field Trips and Seminars (FTS)
3. Prerequisite : 3rd year standing
4. Credits : 3 UNITS
5. Course Description:

This course offers students a unique and enriching learning experience that extends beyond traditional classroom settings. By combining core IT skills with seminars on values formation and personality development, and incorporating educational tour to observe real-world applications, this course fosters holistic student growth. Students will gain proficiency in essential software like Microsoft Word, PowerPoint, and Excel, crucial for effective communication and data analysis. They will also develop critical soft skills such as communication, teamwork, problem-solving, and ethical conduct through interactive seminars and real-world experiences. Furthermore, the course explores into networking and cybersecurity by providing practical training in Mikrotik router and switch configuration, potentially leading to industry-recognized certifications. Students will also gain valuable

hands-on experience in computer system servicing, including hardware and software troubleshooting. This comprehensive approach equips students with not only the technical expertise but also the well-rounded, adaptable, and socially conscious personality necessary for success in the dynamic field of Information Technology and beyond.

6. Course Learning Outcomes and Relationships to Program Educational Objectives

Course Learning Outcomes	Program Objectives				
At the end of the semester, the students can:	a	b	c	d	e
a. develop a strong sense of personal and professional ethics, including integrity, honesty, and responsibility.	/			/	/
b. cultivate a positive attitude towards learning, growth, and self-improvement and develop intelligence and self-awareness.	/		/	/	/
c. demonstrate proficiency in using common office productivity software applications (e.g., Microsoft Word, Excel, PowerPoint) to effectively create, format, and present information.	/		/	/	
d. Enhance professional communication and presentation skills by effectively utilizing office productivity tools	/		/	/	/
e. Gain firsthand experience in the application of IT concepts and technologies in real-world settings.			/	/	/
f. Observe and learn from industry professionals and best practices.			/	/	/
g. Acquire the necessary skills and knowledge to perform basic computer hardware and software troubleshooting and repair.	/	/	/		
h. Prepare for and successfully obtain the Computer System Servicing NCII certification.	/	/	/		
i. Develop practical skills in configuring, managing, and troubleshooting Mikrotik devices.	/	/	/	/	
j. Gain a competitive advantage in the job market by demonstrating advanced networking skills.	/	/	/		

7. Course Content

Week	Content	Intended Learning Outcomes (ILO)	Teaching and Learning Activities (TLA)	Outcomes – Based Assessment (OBA)	Course Learning Outcomes (CLOs)
1	Course Orientation SKSU VMGO, Classroom Policies, Course Overview, Course Requirements, Grading System	At the end of the week, the students can: a. discuss the University's VMGO, classroom policies, course overview, requirements and grading system	Discuss the VMGO of the University, the classroom policies, scope of the course, course requirements and grading system		

	Values Formation and Personality Development Seminar (Mandatory)	At the end of this seminar the students can: a. Demonstrate an understanding of ethical principles and their application in personal and professional contexts. b. Develop effective communication and interpersonal skills, including active listening, empathy, and conflict resolution. c. Cultivate a positive self-image and a growth mindset. d. Enhance emotional intelligence, including self-awareness, self-regulation, and social awareness. e. Develop a sense of responsibility and accountability for personal actions and decisions.	• Guest Lectures and Workshops • Self-Reflection and Journaling	• Self-Reflection Journal • Emotional Intelligence Assessment • Participation and Engagement	a, b
	Office Productivity Enhancement (Mandatory) • MSWord (February) • Presentation Software (March) • Spreadsheet Software (April)	At the end of this semester the student can: a. Demonstrate proficiency in using word processing software (e.g., Microsoft Word) to create, format, and edit professional documents, including letters, reports, and presentations. b. Acquire skills in using spreadsheet software (e.g., Microsoft Excel) to analyze data, create charts and graphs, and perform basic calculations. c. Develop the ability to create effective presentations using presentation software (e.g., Microsoft PowerPoint) with appropriate visuals and engaging delivery. d. Enhance communication and presentation skills by effectively utilizing office productivity tools.	• Hands-on Exercises • Tutorials and Demonstrations • Online Resources and Self-paced Learning	• Document Creation and Formatting • Data Analysis and Presentation • Practical Application Exercises	c,d,

		e. Apply learned skills to real-world scenarios and professional contexts.			
	Educational Tour (Optional)	At the end of this tour the students can: a. Gain firsthand experience in the application of IT concepts and technologies in real-world settings. b. Develop a deeper understanding of the impact of technology on society and the workplace. c. Observe and learn from industry professionals and best practices. d. Enhance problem-solving and critical thinking skills through observation and analysis of real-world scenarios. e. Develop professional networking skills and build connections with industry professionals.	• Site Visits • Industry Presentations • Observation and Documentation • Group Discussions and Debriefing • Pre – Post Activities	• Tour Observation Reports • Industry Professional Interviews • Presentation and Group Discussions • Reflection Journal	e,f
	Computer System Servicing (CSS) NCII Training and Assessment (Optional)	At the end of this training the students can: a. Safely and efficiently assemble and disassemble computer systems. b. Diagnose and troubleshoot common hardware and software malfunctions. c. Install, configure, and maintain computer operating systems. d. Install and configure computer peripherals and network components. e. Perform preventive maintenance and cleaning procedures on computer systems. f. Adhere to safety procedures and industry best practices in computer system servicing.	• Guest Lectures and Demonstration • Lectures and Demonstration	• Performance and Skills Assessment	g,h

		g. Communicate effectively with clients and colleagues regarding computer system issues and solutions.			
	MikroTik Certification **(Optional)** **(April 28 – May 2, 2025)**	**At the end of this training the students can:** a. Demonstrate a thorough understanding of MikroTik RouterOS and its core functionalities. b. Configure and manage basic networking services, including IP addressing, routing, and switching. c. Implement and configure advanced networking features such as VPNs, firewalls, and Quality of Service (QoS). d. Troubleshoot common networking issues and resolve problems effectively. e. Prepare for and successfully pass the official MikroTik certification exam.	• Interactive Lectures and Demonstration • Hands-on Laboratory Sessions • Expert Guidance and Mentorship	• Practical Skills Assessments: • Troubleshooting Scenarios: • Performance in Certification Exam:	i, j

8. Course Requirements:

- Self – Reflection Journal
- Narrative Reports
- Hands on Activities / Exam (Office Productivity)
- Portfolio
- NCII Computer System Servicing Certificate

Grading System:

Midterm /Final Term	
Output in Different Activities	- 50%
Attendance	- 10%
Narrative Report / Portfolio	- 40%
	100%

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