



FAKULTI PENGURUSAN & INDUSTRI HALAL

PROGRAM	Diploma in Accountancy
COURSE NAME	FUNDAMENTALS OF INFORMATION TECHNOLOGY
COURSE CODE	AIS 160
CREDIT HOUR	3
SYNOPSIS	This course provides students with an introduction of the computer concepts, current technologies and the use of application software in the contexts of information technology.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	Overview of today's technologies, computer devices and the web today's technologies 1.1 Computer and mobile devices 1.2 Data and information 1.3 Programs and applications 1.4 Programs and applications 1.5 Communications and networks
2	Computing components 2.1 Processors 2.2 Memory 2.3 The cloud 2.4 Input 2.5 Output 2.6 Digital storage
3	Computer operating systems, programs and applications 3.1 Types of operating systems 3.2 Operating system functions 3.3 Introduction to window operating system 3.4 Overview of programs and apps 3.5 Productivity applications 3.6 Graphic and media software 3.7 Other applications



4	Communication and network 4.1 The internet 4.2 Websites 4.3 Media 4.4 Wired and wireless networks 4.5 Communication and network devices 4.6 Netiquette
5	Digital security, ethics and privacy 5.1 Digital security risks 5.2 Internet and network attacks 5.3 Unauthorized access and use 5.4 Software and information theft 5.5 Hardware theft, vandalism and failure 5.6 Wireless security 5.7 Ethics and society 5.8 Information privacy
6	Emerging trends in it 6.1 Cloud computing 6.1.1 Introduction to cloud computing 6.1.2 Cloud computing models 6.1.3 Public and private clouds 6.1.4 Cloud computing benefits 6.1.5 Cloud computing challenges 6.2 Financial technology (fintech) 6.2.1 What is fintech? 6.2.2 Major areas in fintech 6.2.3 Prospects and potential issues with fintech
7	LAB: Word processing software 7.1 Working with graphics 7.2 Creating tables 7.3 Working with long documents (research paper)
8	LAB: Spreadsheet software 8.1 Spreadsheet's interface 8.2 Entering and correcting data 8.3 Using formulas and functions (min, max, median, -average, sum) editing and formatting a worksheet 8.4 creating chart



9	LAB: Presentation software 9.1 Working with graphics / clip art / import from ---internet / hyperlink 9.2 Applying with animation schemes 9.3 Viewing the slides in a presentation 9.4 Annotations slides in a presentation
10	LAB : Database software 10.1 Introduction to microsoft access 10.2 Overview of data, databases and information 10.3 File processing systems and databases 10.4 Database management system 10.5 Application development languages and tools
References:	Misty E. Vermaat,? Susan L. Sebok,? Steven M. Freund,? Jennifer T. Campbell,? Mark Frydenberg, <i>Discovering Computers ©2018: Digital Technology, Data, and Devices</i> , 1st, Cengage Learning, 2017, ISBN: 978-133728510