



**FAKULTI PENGURUSAN DAN INDUSTRI HALAL**

<b>PROGRAM</b>	<b>Diploma in Technology Management</b>
<b>COURSE NAME</b>	<b>MICRO COMPUTER APPLICATION</b>
<b>COURSE CODE</b>	<b>DDWD 1013</b>
<b>CREDIT HOUR</b>	<b>3</b>
<b>SYNOPSIS</b>	The course is designed to present level. The syllabus is primarily added with the learning of selected (theory and practical) as to equip these groups of student a sufficient degree of computer literacy as to be used throughout their study.
<b>COURSE STRUCTURE</b>	
<b>CHAPTER</b>	<b>TOPICS</b>
<b>1</b>	<b>Computer System</b>  1.1 Introduction to the course  1.2 Introduction to the Computer Definition, Computer Components (Input, Output, Storage device), Communication device and Categories of Computers  1.3 Introduction on Data and Information  1.4 Components of System Unit (Processor and Memory)  1.5 Computer Software (System Software  1.6 Application Software, Virus, Spyware)
<b>2</b>	<b>Windows</b>  2.1 Introduction Operating System (OS)  2.2 Function, Type and Utility Program of OS. Starting and Managing Windows (Mouse Operation)  2.3 Icon on desktop, My Computer, Window Explorer  2.4 Create Files and Folder, Cut, Copy, Delete and Searching Files  2.5 Introduction on Control panel



<b>3</b>	<b>Internet</b>  3.1 Introduction on Networks and Internet  3.2 Types of Networks  Internet Access Providers and various broadband Internet connection and its differences between the dial-up connection  3.4 Web Browsers and components of web address  3.5 Introduction on Services on the Internet, History of Internet, Connecting to World Wide Web and Search engines and how to use search engines for information search
<b>4</b>	<b>Word Processing</b>  4.1 Introduction on MS Word, Text and Font  4.2 Spelling and Grammar, Save and Save as  4.3 Text and Paragraphs, Undo and Redo, Clip Art,  4.4 Print and Print Preview, Margin setting  4.5L Line spacing, Header/footer, Shortcut keys, Footnote, Count, Hyperlink, Word Wizard  4.6 Template, Clipboard and Table
<b>5</b>	<b>Presentation Graphics</b>  5.1 Introduction on MS PowerPoint  5.2 Design template, Slide layout, Single and multi-level bulleted list, and Slide View  5.3 Introduction on Clip art, Table, Graph, Custom Animation, Slide Transition, Sound, movie and Wizard



<p><b>6</b></p>	<p><b>Spread sheet</b></p> <p>6.1 Introduction on MS Excel</p> <p>6.2 AutoSum, Copy cell, Format cell &amp; worksheet and Chart/Graph.</p> <p>6.3 Introduction on Excel - Save and Print, AutoSum, Excel Functions, Formula, Column width, and Row height.</p> <p>6.4 Introduction on Excel - References (Relative, Absolute, Mixed) and using IF analysis.</p>
<p><b>7</b></p>	<p><b>Database Management Software (Ms Access)</b></p> <p>7.1 Introduction on Database concepts (Field, Record, File/Table, and Primary Key)</p> <p>7.2 Data type, MS Access Database and Wizard and Design.</p> <p>7.3 Introduction on Object in MS Access (Table, Form, Query and Report)</p>
<p><b>References:</b></p>	<ol style="list-style-type: none"> <li>1. Misty E. Vermaat, Susan L. Sebok, Steven M. Freund etc. Discovering Computers ©2018: Digital Technology, Data, and Devices. Cengage Learning. 2017.</li> <li>2. Steven M. Freund, Corinne Hoisington, Eric Schmieder, Mary Z. Last. Shelly Cashman Series Microsoft Office 365 &amp; Office 2016: Introductory 1st Edition. Cengage Learning./ 2016.</li> </ol>