



CSC134 Computer and Information Processing

[Course Information](#)

[Course Description](#)

[Course Objectives](#)

[Syllabus Contents](#)

[Assessment](#)

[References](#)

[My Profile](#)

[Advices & Tips](#)

Lab

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Chapter 9

<course_information.what?>

2

Code: **CSC134**

Course: **Computers and
Information Processing**

Credit Unit:
3

Contact Hour:
4

Course Status:
Non Core

Prerequisites:
NONE

<course_description.what?>

3

- This course exposes the students on the **essentials of computing** and preparing the non-computer science students on the basic things
- CSC134 deals with the **general computer literacy**. Understanding the computer is becoming more essential to be productive and successful in today's world
- The course exposes **fundamental concepts** in a manner that emphasis their importance from the user's point of view

<course_objectives.what?>

4

Appreciate the role of information system

Understand the components of the computer system

Appreciate the importance of the computer communication capabilities

Understand the computer privacy, security and ergonomics

Aware the opportunities in IT

Use at least two of the most popular and current application packages

<syllabus_contents.what?>

5

| CHAPTER | TOPIC |
|----------------|--|
| 1.0 | INTRODUCTION TO COMPUTERS |
| 2.0 | THE SYSTEM UNIT |
| 3.0 | INPUT AND OUTPUT |
| 4.0 | SECONDARY STORAGE |
| 5.0 | SYSTEM SOFTWARE |
| 6.0 | APPLICATION SOFTWARE |
| 7.0 | INTERNET AND THE WEB |
| 8.0 | COMMUNICATIONS AND NETWORKING |
| 9.0 | PRIVACY, SECURITY, ETHICS AND ERGONOMIC |

<assessment.how?>

6

Assessment

Continuous Assessment

**Final
Exam:
50%**

**Tests (2):
15%**

**Quizzes:
5%**

**3
Assignments:
10%**

**Laboratory
Projects:
20%**

<references.what?>

7

- Shelly Vermatt, *Discovering Computers, Fundamentals*, 5th Edition, 2008, Shelly Cashman Series, Course Technology
- O'Leary, T.J and O'Leary, Linda. I, 2009. *Computer Essentials 2009*. McGraw Hill.
- Evans A., Martin K. and Poatsy M. A., 2007. *Technology in Action – Third Edition*, Perason Prentice Hall.
- *IT Kini* by Lecturers of TMSK, UiTM Shah Alam. McGraw Hill.

<me.who?>

8

MUHD EIZAN SHAFIQ ABD AZIZ

Lecturer of Computer Science

Dip . Comp. Sc. (UiTM)

B. Sc (Hons) Info. Sys. Engineering (UiTM)

M. Sc (Info. Technology) (UiTM)

Faculty of Computer & Mathematical Sciences

UiTM Pahang

Room: A2-11 **Phone Ext:** 2721

Mobile Number: 017 696 1613

Email: eizan.aziz@gmail.com

Web Blog:

<http://eizanaziz.uitm.edu.my/blog>

Computer Lab Session

9

[1] Introduction to Windows Operating System

[2] Word Processing Software

- ✦ Create: open, new, save
- ✦ Edit: select, copy, cut, paste
- ✦ Insert graphics
- ✦ Format: paragraph formatting, word wrap, auto content, format painter, page numbering, header and footer, bullets and numbered list, text alignment
- ✦ Customizing: table and columns formatting
- ✦ Tools: spelling and grammar checker
- ✦ Preview and printing: properties, paging, page setup, margin

Computer Lab Session

10

[3] Spreadsheet Software

- ✦ Create: open, new, save
- ✦ Edit: copy, cut, paste
- ✦ Format: format cell, text alignment, word wrap, merge, center
- ✦ Customizing: column width, row height, auto format
- ✦ Formula and functions: fill handle, sum, average, max, min, arithmetic, expression, vlookup, and if, display formula
- ✦ Chart: chart wizard, modifying, editing, and formatting
- ✦ Analysis: sort and validation
- ✦ Printing: properties, paging, page setup, and margin

Computer Lab Session

11

[4] Database Management Software

- ✦ Create database
- ✦ Data entry: tables, fields, records, and primary key
- ✦ Add, change, delete in database
- ✦ Create relationship, sort and retrieve data
- ✦ Create and modify query, form, and report: wizard
- ✦ Print report based request

Computer Lab Session

12

[5] Presentation Software

- ✦ Create: blank, auto content wizard, design templates
- ✦ Drawing: clip art, and insert files
- ✦ Insert objects: media, video, music, movies, and charts
- ✦ Slides effect: transition, custom animation, and timing
- ✦ Slide layouts
- ✦ View: master slide, slide sorter, and slide outline
- ✦ Slide show tools: current slide, previous, next, go to slide
- ✦ Hyperlinks
- ✦ Printing: option (handout, slide, notes), properties, paging, page setup, margin

Computer Lab Session

13

[6] Web Authoring Tools

- ✦ Create and design homepage
- ✦ Hyperlinks, and hyper texts
- ✦ Download files, copy images, and transfer files
- ✦ Publishing web
- ✦ Upload web by using free servers

<advice.what?>

14

- Ask if you do not understand
- Study in advance
- Always come for consultation
- Make (Mr.) **Google** as your best friend
(<http://www.google.com/>)

3Nd oF c7455

15

TH4NK Y0U