

COURSE OUTLINE

Department/ Faculty:	Information Systems/Computing	Page:	1 of 5
Course code:	SCSP 1513	Academic Session/Semester:	20182019/1
Course name:	Technology and Information Systems	Pre/co requisite (course name and code, if applicable):	-
Credit hours:	3		

Course synopsis	As a primer subject, this course will introduce students to information systems and technology (IS/IT), as well as its uses in daily life both at home and at work. Various aspects of IS/IT encompassing hardware, software, network, communications, internet, multimedia, graphics and systems applications will be introduced. Students will be equipped with basic skills in handling PC installation and productivity tools via practical work in the labs, which shall comprise a major part of the study. At the end of the course, student should be able to distinguish basic IS/IT component and applications.			
Course lecturer(s)	Name	Office	Tel (07-55)	E-mail (@utm.my)
	Dr Haslina Hashim (01)	402-12, N28	32405	haslinah@utm.my
	Dr Aryati Bakri (02 & 09)			
	Dr Sharin Hazlin Huspi(03)			
	Dr Shahliza Abd Halim (04)			
	Dr Azizah Saadon (05)			
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Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (ICGPA CODE)	Weight (%)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	To demonstrate the assembly of computer hardware and the use of basic productivity software	PLO1 (KW)	35	C4	Lab work	A, T
CLO2	To differentiate different types of information systems and the lifecycle of information systems.	PLO1 (KW)	15	C4	Lecture, active learning	A
CLO3	To analyse the fundamental issues related to security in computer networks especially related to the Internet and WWW.	PLO1 (KW)	10	C3	Lecture, active learning	PL
CLO4	To identify the requirements and job specification in brief for a career in IT.	PLO8 (AD)	20	AD2	Lecture, industry visit	IV, PL

Prepared by:	Certified by:
Name: Nazmona Mat Ali (Course Owner)	Name: PM. Dr. Roliana Ibrahim (Head of Department)
Signature:	Signature:
Date: 26 August 2017	Date:

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CLO5	To demonstrate various knowledge of Technology and Information System	PLO8 (AD)	20	AD5	Project-based learning, industry visit	IP
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T - Test; IP - Individual Project; A – Assignment; PL - Public Lecture Report; IV - Industry Visit Report.						

Details on Innovative T&L practices:

	Type	Implementation
1.	Active learning	Conducted through in-class activities, for example Two-Minute Paper, Think-Pair Share, Note Checking, Reflection and JIGSAW.
2.	Project-based learning	Each student is required to complete his/her own e-portfolio that can be accessed through student portal developed by CICT UTM. The purpose of this project is to enable students to collect all evidences of his/her learning journey over time during study in UTM. This would be a great benefit to the students when they applying jobs after graduating from the university and as a part of lifelong learning.
3.	Industry visit	Industry visit is an approach of work-based learning and be a part of NALI (New Academic Innovative Learning). From industry visit, students can clearly understand the role of ICT in various types of organisations e.g. ICT as core business of organizations or ICT as a business enabler. In addition, the students can identify the requirements and job specifications for a career in ICT.
4.	Lab work	Students are required to assemble and reassemble computer hardware and this lab work will be done in small groups.

Weekly Schedule:

Week 1 9/9/18	CHAPTER 1: Overview of Technology and Information Systems (People, Software, Hardware, Data, connectivity)	
Week 2 16/9/18	CHAPTER 2: The Internet, The Web and Electronic Commerce CHAPTER 3: Basic Application Software and Specialized Application Software	
Week 3 23/9/18	<i>Industry Visit – CICT, UTM</i>	Industry Report #1: (Group)
Week 4 30/9/18	CHAPTER 4: System Software and CHAPTER 5: The System Unit	Assignment #1: (Individual: Application Software)
Week 5 7/10/18	CHAPTER 6: Input and Output CHAPTER 7: Secondary Storage	
Week 6 14/10/18	CHAPTER 8: Communications and Network CHAPTER 9: Privacy and Security	

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Week 7 21/10/18	<i>Industry Visit</i>	Industry Report #2: (Group) Industry Report #3: (Group)
Week 8 28/10/18	<i>Hands-on PC Assemble & Installation (Setup) of Computer Program</i>	Assignment #2 (Individual: PC Assemble)
Week 9 4/11/18	Mid-Term (4@5/11/18)	Objective (e-learning)
	MID TERM BREAK (6-8/11/2018)	
Week 10 11/11/18	CHAPTER 10: Information Systems CHAPTER 11: Databases	Assignment #3
Week 11 18/11/18	E-portfolio	
Week 12 25/11/18	CHAPTER 12: Systems Analysis and Design	
Week 13 2/12/18	CHAPTER 13: Programming and Languages	
Week 14 9/12/18	Project Presentation (E-portfolio)	Project (Individual)
Week 15 16/12/18	Project Presentation (E-portfolio)	Project (Individual)
	STUDY WEEK 16-18/12/18	

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Team working Writing technical report Reflection report

Effective learning time (ELT) details:

Distribution of student Learning		Teaching and Learning Activities	TOTAL ELT
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Time (SLT) Course content outline	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
	L	T	P	O			
CLO							
CLO 1	18h		2h			25h30m	47h30m
CLO 2	9h	2h			2h	5h30m	19h30m
CLO 3	5h				8h		13h
CLO4					30h		30h
CLO 5	2h		3h			23h	28h
Total ELT	34h	2h	5h		40h	54h	135h

	Continuous Assessment	PLO	Percentage	Total ELT
1	Assignment #1	KW	10	3h
	Assignment #2	KW	5	2h
	Assignment #3	KW	15	4h
2	Industry Visit Report #1	AD	5	As in CLO 1 (30h)
	Industry Visit Report #2	AD	5	As in CLO 1 (30h)
	Industry Visit Report #3	AD	5	As in CLO 1 (30h)
3	Public Lecture Report #1	AD	5	As in CLO 1 (30h)
	Public Lecture Report #2	KW	10	2h
4	Test	KW	20	2h
5	Individual Project	AD	20	2h
Grand Total ELT				150h

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Computer hardware for assembling activity, Windows 10, Adobe Photoshop

Learning resources:

Text book (if applicable)

O'Leary et. al (2017), "Computing Essentials 2017 - 26th Edition", McGraw Hill

Main references

Misty E. Vermaat et. al (2017), "Enhanced Discovering Computers ©2017", Course Technology

Joseph Valacich & Christoph Schneider (2015), "Information Systems Today: Managing in the Digital World (7th Edition) 7th Edition", Pearson

Additional references

Misty E. Vermaat et. al (2016), "Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory 1st Edition", Course Technology

Online

<http://elearning.utm.my>

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Academic honesty and plagiarism:

Copying of work (texts, lab results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and exams and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

1. Attendance is compulsory and will be taken in every lecture session. Student with less than 80% of total attendance is not allowed to sit for final exam.
2. Students are required to behave and follow the University's dressing regulation and etiquette all the time.
3. Exercises and tutorial will be given in class and some may be taken for assessment. Students who do not do the exercise will lose the coursework marks for the exercise.
4. Assignments must be submitted on the due dates. Some points will be deducted for late submissions. Assignments submitted three days after the due date will not be accepted.
5. Make up exam will not be given, except to students who are sick and submit medical certificate confirmed by UTM panel doctors. Make up exam can only be given within one week of the initial date of exam.

	Assessment	PLO1	PLO1	PLO1	PLO8	PLO8	Total
		C01	C02	C03	C04	C05	
1	Assignment #1	10					10
	Assignment #2	5					5
	Assignment #3		15				15
2	Industry Visit Report #1				5		5
	Industry Visit Report #2				5		5
	Industry Visit Report #3				5		5
3	Public Lecture Report #1				5		5
	Public Lecture Report #2			10			10
4	Mid-Term Exam	20					20
5	Group Project					20	20
	TOTAL PLO	35	15	10	20	20	100

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