



TQF.3

Bachelor's Degree

Master's Degree

Course Specification

Course Code: ICM1102

Course Title: Introduction to Information Technology

Credits: 3(3-0-6)

Program: Airline Business

International College

Suan Sunandha Rajabhat University

(SSRUIC)

Semester : 2 **Academic Year :** 2018

Section 1 General Information

1. Code and Course Title :

Course Code: ICM1102

Course Title (English): Introduction to Information Technology

Course Title (Thai): เทคโนโลยีสารสนเทศเบื้องต้น

2. Credits : 3(3-0-6)

3. Curriculum and Course Category :

3.1 Curriculum: Bachelor of Business Administration, Program in Airline Business (International Program)

3.2 Course Category:

General Education

Major Course

Elective Course

Others

4. Lecturer Responsible for Course and Instructional Course

Lecturer (s) :

4.1 Lecturer Responsible for Course: Mr. Paween Chacariyanuyok

4.2 Instructional Course Lecturer(s): None

5. Contact/Get in Touch

Room Number: 304

Tel. 081-301-7711 E-mail paween.ch@ssru.ac.th

6. Semester/ Year of Study

6.1 Semester: 2 Year of Study 2018

6.2 Number of the students enrolled: xx students

7. Pre-requisite Course (If any)

Course Code: None Course Title: None

8. Co-requisite Course (If any)

Course Code: None Course Title: None

9. Learning Location

Building: International College, Nakhonpathom Education Center

10. Last Date for Preparing and Revising this Course:

8th August 2018

Section 2 Aims and Objectives

1. Course Aims

This course aims to prepare students for with the information technology as well as prepare students for business and computer-related courses. On successful completion of this course, students will be able to:

- understand a basic knowledge of computer hardware, computer software and computer network;
- understand the business areas to which computers may be applied;
- use computer in basic practice both windows os and mac os;
- understand basic of Internet security and Internet laws.
- use selected computer programs and mobile applications to generate documents, reports, presentations and video clips;
 - Microsoft Office: Words, Excels, PowerPoints
 - Photo editors
 - Video editors

2. Objectives for Developing / Revising Course (content / learning process / assessment / etc.)

According to TQF 5 (Thailand Quality Framework 5: HEd.) for the 2017 academic year, students should develop their abilities as follow:

- (1) To understand the fundamentals of computer hardware, computer software and computer network
- (2) To apply information technology skill in workplace
- (3) To use the advantages of the Internet by considering Internet security and Internet laws.
- (4) To create documents, reports and presentation slide by using Microsoft office programs
- (5) To create a short video clip by using computer programs or mobile applications

Section 3 Characteristics and Operation

1. Course Outline

Components of information technology, hardware and software, Microsoft Word, PowerPoint, Excel, data and information, database, network and telecommunication, Internet, Intranet, and Extranet.

2. Time Length per Semester (Lecture – hours / Practice – hours / Self Study – hours)

Lecture (hours)	Remedial Class (hours)	Practice/Field Work/ Internship (hours)	Self-Study (hours)
48 hours	-	96 hours	3+ (if any)

3. Time Length per Week for Individual Academic Consulting and Guidance

(The lecturer responsible for course identifies the information, for example, 1 hour / week)

- 3.1 Self consulting at the lecturer's office: Room No.: Office 2 (1st floor)
Building: International College (Nakhonpathom Education Center/SSRU)
- 3.2 Consulting via office telephone/mobile phone: 084-450-5963
- 3.3 Consulting via E-Mail: phinyar.ch@ssru.ac.th
- 3.4 Consulting via Social Media (Facebook/Twitter/Line)
LINE: aephinyar
- 3.5 Consulting via Computer Network (Internet/Web board)
Teacher Website: http://www.elic.ssru.ac.th/phinyar

Section 4 Developing Student's Learning Outcomes

1. Morals and Ethics

1.1 Morals and Ethics to be developed

- (1) The ability to deliver or to complete a required task at or the appointed time,
- (2) The ability to do the right thing according to morals and traditional values, beliefs and principles they claim to hold,
- (3) The ability to make business decisions according to moral concepts and judgments.

1.2 Teaching Strategies

- (1) The team of students reminds other team members to be on time,
- (2) Provide an example of integrity in classroom such as no plagiarism,
- (3) Provide a case study that explains business ethics.

1.3 Evaluation Strategies

- (1) Check student attendance every class,
- (2) Evaluate from number of students who cheat during the examinations,
- (3) Evaluate students' responsibility on their participation in group projects.

2. Knowledge

2.1 Knowledge to be acquired

- (1) The ability to understand business theories and solve case studies,
- (2) The ability to analyze and solve real practical problems and issues,
- (3) The ability to apply business knowledge integrated with other disciplines.

2.2 Teaching Strategies

- (1) Use problem-based learning,
- (2) Use cooperative learning techniques,
- (3) Invite guest speakers who are expert in real business and business regulation.

2.3 Evaluation Strategies

- (1) Pop-quiz, midterm, and final examination,
- (2) A group projects,
- (3) Class presentations.

3. Cognitive Skills

3.1 Cognitive Skills to be developed

- (1) The ability to gather and summarize information, and conduct research,
- (2) Self-studying and sharing information with others,
- (3) The ability to find original solution and their own method.

3.2 Teaching Strategies

- (1) Group and individual research and presentations,

- (2) Participate in real intergroup and interpersonal competitions,
- (3) Problem-based learning.

3.3 Evaluation Strategies

- (1) Evaluate individual and group research and studies,
- (2) Evaluate in class activities and personal involvement,
- (3) Class presentations and discussion.

4. Interpersonal Skills and Responsibility

4.1 Interpersonal Skills and Responsibility to be developed

- (1) The ability to have two responsibilities; they learn for themselves and help group member to learn,
 - (2) The ability to use adequate method for interpersonal communication and discussion
 - (3) The ability to create some business ideas and to have leadership skills.

4.2 Teaching Strategies

- (1) Implement student center learning method and problem-based learning,
- (2) Encourage students to work together in small groups,
- (3) Implement business manner practices and social skills.

4.3 Evaluation Strategies

- (1) Assess students' participation in teamwork,
- (2) Observe students business manner and social skills,
- (3) Evaluate students' business creativities and innovativeness by keynote speaker involvement or students contest organization.

5. Numerical Analysis, Communication and Information Technology Skills

5.1 Numerical Analysis, Communication and Information Technology Skills to be developed

- (1) The ability to use basic ICT skills and apply them to daily life,
- (2) The ability to use statistics data to solve business problems,
- (3) The ability to use business statistic methods in market analysis.

5.2 Teaching Strategies

- (1) Use case studies that allow students to implement their knowledge of statistics to solve business problems,
- (2) Encourage students to use statistics and ICT in research and projects conduction,
- (3) Encourage students to actively use ICT and social media in daily life.

5.3 Evaluation Strategies

- (1) Evaluate the correct application of statistics to solve problems,
- (2) Evaluate effectiveness of ICT usage in research and presentations,
- (3) Evaluate their ability to use software and application in their work and studies.

Remark: Symbol ● means 'major responsibility'

Symbol ○ means 'minor responsibility'

No symbol means 'no responsibility'

The above symbols were shown in 'Curriculum Mapping' of TQF 2. (Program Specification)

Section 5 Lesson Plan and Assessment

1. Lesson Plan

Week	Topic/Outline	Hours	Learning Activities and Medias
1	Topic 1 Crouse introduction <ul style="list-style-type: none"> • Crouse objective and syllabus • Assessment and deadline • Grading 	3	
2	Topic 2 Basic of Information Technology <ul style="list-style-type: none"> • History of Information Technology • Basic knowledge of computer hardware, computer software and computer network • Understand the business areas to which computers may be applied 	3	
3	Topic 3 Be a quality computer user in workplace <ul style="list-style-type: none"> • Learn to use computer • Learn to install/uninstall programs • Learn to connect to internet 	3	
4	Topic 4 Internet advantage, Internet security and Internet laws <ul style="list-style-type: none"> • How to use the Internet in a useful way? (Search engine, Social Network, Community website) • Understand basic of Internet security and Internet laws 	3	
5	Topic 5 Microsoft Words <ul style="list-style-type: none"> • Learn to use Microsoft words 	3	
6	Topic 6 Microsoft Excels <ul style="list-style-type: none"> • Learn to use Microsoft Excels 	3	
7	Topic 7 Microsoft Words and Excels workshop <ul style="list-style-type: none"> • Learn to use Microsoft Words and Excels to create reports 	3	

8	MID-TERM EXAMINATION	3	• Paper tests
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Week	Topic/Outline	Hours	Learning Activities and Medias
9 & 10	Topic 8 Microsoft PowerPoints <ul style="list-style-type: none"> • Learn to use Microsoft PowerPoints • Create presentation slide by using Microsoft PowerPoints 	6	
11 & 12	Topic 9 Photo editor programs and applications <ul style="list-style-type: none"> • Introduce basic Photo editor programs and applications • Learn to use computer photo editor programs • Learn to use mobile photo editor application • Workshop 	6	
13 & 14	Topic 10 Video editor programs and applications <ul style="list-style-type: none"> • Introduce basic video editor programs and applications • Learn to use video editor programs • Learn to use mobile video editor application • Workshop 	6	
15	Topic 10 Ethics	3	
16	Topic 11 Conclusion	3	
17	FINAL EXAMINATION	3	• Paper test
Total of Hours		48	

2. Learning Assessment Plan

Learning Outcome	Assessment Activities	Time Schedule (Week)	Proportion for Assessment (%)
<p>1. Morals and Ethics</p> <p>(1) The ability to deliver or to complete a required task at or the appointed time, (2) The ability to do the right thing according to morals and traditional values, beliefs and principles they claim to hold, (3) The ability to make business decisions according to moral concepts and judgments.</p>	<p>(1) Group activities (2) Classroom attendance (3) Case study</p>	<p>Throughout semester</p>	<p>(1) 10% (2) S/U (3) S/U</p>
<p>2. Knowledge</p> <p>(1) The ability to understand business theories and solve case studies, (2) The ability to analyze and solve real practical problems and issues, (3) The ability to apply business knowledge integrated with other disciplines.</p>	<p>(1) Mid-term examination (2) Final examination (3) Group activity</p>	<p>(1) Week 8 (2) Week 17 (3) Throughout Semester</p>	<p>(1) 20% (2) 30% (3) S/U</p>
<p>3. Cognitive Skills</p> <p>(1) The ability to gather and summarize information, and conduct research, (2) Self-studying and sharing information with others, (3) The ability to find original solution and their own method.</p>	<p>(1) Cooperative learning (2) Quiz (3) Group discussion</p>	<p>(1) Throughout Semester (2) Week 4 (3) Throughout Semester</p>	<p>(1) S/U (2) 5% (3) S/U</p>

Learning Outcome	Assessment Activities	Time Schedule (Week)	Proportion for Assessment (%)
<p>4. Interpersonal Skills and Responsibility</p> <p>(1) The ability to have two responsibilities; they learn for themselves and help group member to learn,</p> <p>(2) The ability to use adequate method for interpersonal communication and discussion,</p> <p>(3) The ability to create some business ideas and to have leadership skills.</p>	<p>(1) Cooperative learning</p> <p>(2) Group discussion</p> <p>(3) Group discussion</p>	<p>Throughout semester</p>	<p>(1) 10%</p> <p>(2) S/U</p> <p>(3) S/U</p>
<p>5. Numerical Analysis, Communication and Information Technology Skills</p> <p>(1) The ability to use basic ICT skills and apply them to daily life,</p> <p>(2) The ability to use statistics data to solve business problems,</p> <p>(3) The ability to use IT to search for new knowledge and apply numerical analysis in communication with emphasis on practical and real life experiences.</p>	<p>(1) Group activity</p> <p>(2) Group project</p> <p>(3) Group discussion</p>	<p>(1) Throughout semester</p> <p>(2) Week 16</p> <p>(3) Throughout semester</p>	<p>(1) 5%</p> <p>(2) 20%</p> <p>(3) S/U</p>

Section 6 Learning and Teaching Resources

1. Textbook and Main Documents

2. Important Documents for Extra Study

3. Suggestion Information (Printing Materials/Website/CD/Others)

Section 7 Course Evaluation and Revising

1. Strategies for Course Evaluation by Students

1.1 Using survey questions to collect information from the students' opinions to improve the course and enhance the curriculum. The topics include:

- (1) Content objectives
 - (2) The instructional materials
 - (3) Learning methods and assessment
 - (4) Advisory method
- 1.2 Observing students' behavior in classroom.
- 1.3 Interviewing students during classroom.

2. Strategies for Course Evaluation by Lecturer

2.1 Lecturer observes the class and discusses the results as follow:

- (1) The lecturer is well prepared for class sessions.
- (2) The lecturer answers questions carefully and completely.
- (3) The lecturer uses examples to make the materials easy to understand.
- (4) The lecturer stimulated interest in the course.
- (5) The lecturer made the course material interesting.
- (6) The lecturer is knowledgeable about the topics presented in this course.
- (7) The lecturer treats students respectfully.
- (8) The lecturer is fair in dealing with students.
- (9) The lecturer makes students feel comfortable about asking question.
- (10) Course assignments are interesting and stimulating.
- (11) The lecturer's use of technology enhanced learning in the classroom.

2.2 The Dean or head of program construct assessment items to evaluate four dimensions of lecturer's competencies: teaching skills, organization and presentation of materials, management of the learning environment, and teaching attitudes.

3. Teaching Revision

Lecturer revises teaching / learning process based on the results from the students' survey question, observation, interview, and classroom research.

4. Feedback for Achievement Standards

The evaluation is conducted by the Administrator Committee in order to assess process and grading.

5. Methodology and Planning for Course Review and Improvement

5.1 Revise and develop course structure and learning process every year.

5.2 Seek advisory from expertise in order to enhance content and make it up-to-date with the changing environment.

Curriculum Mapping Illustrating the Distribution of Program Standard Learning Outcomes to Course Level

Courses	1. Morals and Ethics			2. Knowledge			3. Cognitive Skills			4. Interpersonal Skills and Responsibility			5. Numerical Analysis, Communication and Information Technology Skills		
Course Category:	● Major Responsibility									○ Minor Responsibility					
Business Major Course	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Course Code: IBP2311 Course Title: Introduction to International Business	●	○	●	○	●	○	○	○	●	●	○	○	○	●	○