Key Information

Module Title : Information Technology
Module Code : BITY1153
Module Leader : Teo Siew
Semester/ Year : Semester 1/ Year 1

Introduction to the Module

This module is designed to provide an understanding and practical skills in using application software such as Microsoft Office and Database Applications. It also covers the World Wide Web and exposes the student to the basic skills required to be a successful user of the Internet. This module also enhances student knowledge of how to bring about business benefits through technology-enabled change as well as developing their problem solving and communication skills.

Course Learning Outcomes

On successful completion of this module you will be able to:

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<tr>
<th>CLO 1</th>
<th>Identify and explain concepts, principles and apply basic computer packages for office use.</th>
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<td>CLO 2</td>
<td>Apply basic office software to produce quality report and presentation using modern technology</td>
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<td>CLO 3</td>
<td>Discuss and apply the World Wide Web basic concepts.</td>
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### Outline Delivery

<table>
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<tr>
<th>Topics</th>
<th>Indicative Content</th>
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<tr>
<td>1 An Overview of Computer Concept</td>
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<td>2 Components of a Computer</td>
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<td>3 Introduction to Application Software for Office Use, Microsoft Office 2010 and Windows Environment</td>
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<td>4 Word Processing – Microsoft Word 2010</td>
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<td>5 Electronic Spreadsheet – Microsoft Excel 2010</td>
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<td>6 Electronic &amp; Multimedia Presentation – Microsoft PowerPoint 2010</td>
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<tr>
<td>7 Electronic Database Management System (DBMS) – Microsoft Access 2010</td>
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<td>8 World Wide Web</td>
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### Attendance Requirements

This module is a part of the core subjects that is compulsory for every student to be enrolled. It is a part of the University policy that student should fulfil at least 80% of the attendance to be qualified for the final examination. However, it is advisable for the student to attend all the classes. Any absenteeism will need a supporting document i.e. Medical Certificate (Genuine); Death Certificate in case of death; or a formal letter from parents. Social Media like WhatsApp and WeChat can only be used for information purposes but this will not be accounted as a supporting document.

### Assessment

- Assignment 1 : 30%
- Assignment 2 : 10%
- Mid Term Exam : 10%
- Final Exam : 50%

### Additional Instructions:

Students are required to submit the assignment in time. Any late submission will not be accepted. A mark of ZERO will be awarded for late or no submission. Students are advised to make another copy for own reference.

### Feedback

Students can inquire the assignment feedback and grades. However, official grades will be published on the notice board.

Examination scripts are retained by MAHSA University and are not returned to students. However, students are entitled in obtaining feedback on student’s performance in the examination. Student may request an appeal with the Programme Leader to re-mark student’s
examination script. As a Standard Operating Procedure, a Re-Mark charge is RM50.00 for a paper payable upon submission of the Re-Mark Form.

**Marks**
It is compulsory for student to PASS all the components of the examination. Students are required to achieve a minimum of 50% of the accumulated marks to pass. However, if student fail one of the component of the module, student will be awarded with CONDITIONAL PASS where student must RE-SIT the exam. Failing to re-sit in the semester will cause the student to REPEAT the whole course module in the coming semester if the module is offered.

**Assessment Offences**
Academic offences include plagiarism, cheating, collusion, copying work and reusing your own work among others.

The University takes academic offences very seriously and this can lead to expulsion. We make every effort to ensure that the students will avoid from committing such offences. The need in maintaining the order in examination and non-examination is to preserve the highest standard of academic integrity. Students are reminded to produce and submit their original work.

**Definitions of Assessment Offences**

**Plagiarism**
Plagiarism can be defined as the significant use of other people’s work and the submission of it as though it were one's own in assessed coursework (such as dissertations, essays, experiments etc.). This includes:
- Copying from another student's work;
- Copying text without acknowledgement;
- Downloading information and/or text from the internet and using it without acknowledgement;
- Submitting work and claiming it to be own when it has been produced by another group; and
- Submitting group work without acknowledging all contributors.

The university uses software packages to detect plagiarism.
Cheating
Cheating in examinations can be defined as trying to gain unfair advantage over fellow students. This includes:
- Having notes, programmable calculators or any other method to secure the information which are not allowed in the examination, whether the student use it or not;
- Having any mobile phone or other communication devices in the exam room;
- Copying from the examination script of another candidate;
- Helping another candidate; and
- Trying to bribe respective lecturers to obtain good marks.

Collusion
Collusion is a form of agreement between two or more people to act with the intention to deceive an assessor as to who was responsible for producing the material submitted for assessment. The agreement may be overt (openly discussed) or covert (not specifically discussed but implied). Using someone else’s work, words, images, ideas or discoveries is equal to stealing the hard work. This includes:
- agreeing with others to cheat;
- getting someone else to produce part or all your work;
- copying the work of another person (with their permission);
- submitting work from essay banks;
- paying someone to produce work for you; and
- allowing another student to copy your own work.

Methods to Avoid Academic Offence
Students are advised to avoid copying and using other people’s work without citation and acknowledgement. It is compulsory for students to include the references and the source of information. This will allow students to avoid plagiarism.

Procedures for Assessment Offences
If students are caught committing the offence, a report of offence will be written. Students will be called for a mini hearing whereby students can justify their action. The University has the right to suspend or even terminate the student should University found the action as a serious offence. Kindly refer to MAHSA Student Handbook for more details.
Learning Resources

Main references:

Additional references: