



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**MULANAY CAMPUS**  
Mulanay, Quezon

**College of Business**  
Name of College

**Bachelor of Science in Agri-Business Management**  
Course/Department

**1.0 Course Title: INTRODUCTION TO INFORMATION COMMUNICATION TECHNOLOGY WITH LABORATORY (Internet)**

**2.0 Course Code: COSC 1013**

**3.0 Course Credit: 3 units**

**4.0 Course Description**

This course covers introduction to information communication technology concepts to non-CCMIT students who have no or little background on IT. Upon completion of this course you should be able to intelligently discuss ICT with IT professionals, explore the computer using Operating System Software, produce your own document with Word Processing Software, create your own workbook using Electronic Spreadsheet Software, deliver your own presentation using Presentation Software and finally access and explore the World Wide Web using different online tools and services. You should also understand enough about inevitable technological change to help you plan for your success.

**5.0 Pre-requisites Course/s: NONE**

**6.0 Vision and Mission Statements of the University**

**7.0 Goals of the College**

**8.0 Objectives of the Program**

**9.0 Course Objectives**

**General/Specific:**

- A. Acquired skills in developing business correspondence and personal document with the use of Microsoft Word.
- B. Prepare worksheet and utilize Microsoft Excel in the preparation of tables, graphs/charts, financial reports, budget preparations, perform mathematical calculations using formulas and functions.
- C. Enhance creativity in creating and delivering presentation using Microsoft PowerPoint.
- D. Expanding students understanding about various computer concepts, applications and uses as they relate to the workplace.
- E. Explore and apply a variety of methods used in the workplace to communicate information.
- F. Discover and use a variety of online tools and services available for accessing information online to solve a problem.

**Values Objectives:**

- A. Develop creative and independent learning strategy to further utilize the inputs and relate them necessarily to become productive future professionals.
- B. Develop a bank of information received from online sources to solve a problem.
- C. Analyze the social impact of electronic communications.
- D. Demonstrate a commitment to the ethical and legal use of online communications tools and services.
- E. Analyze information gathered online to solve a problem and discuss workplace implications and issues associated with the World Wide Web.
- F. Appreciate the use and importance of using Information Technology based instructional materials and develops oneself on how to become responsible citizen and information users.

**10.0 COURSE CONTENTS****MIDTERM PERIOD****10.1 COMPUTER SYSTEM (6 hrs)**

- 10.1.1 Introduction to Computers
- 10.1.2 Meaning, Characteristics, Capabilities and Limitations of Computers
- 10.1.3 Elements of Computer System/Computing Process
  - a. Hardware
    - 1. The System Unit
    - 2. Input Devices
    - 3. Output Devices
    - 4. Central Processing Unit
    - 5. Storage Devices
  - b. Software
    - 1. System Software
    - 2. Application Software
  - c. Data
  - d. People (Personnel)
  - e. Procedures – The language of Computers.
- 10.1.4 Classifications of Computers
  - a. According to Purpose
  - b. According to Types of Data Handled
  - c. According to Capacity
    - 1. Microcomputers
    - 2. Minicomputers
    - 3. Mainframe computers
    - 4. Supercomputers
- 10.1.5 Computer performance – factors such as CPU speed, Ram size, HDD speed and capacity
- 10.1.6 History of Computing
- 10.1.7 Generations of Digital Computing
- 10.1.8 Application of Computers
  - a. Computers in business – such as airline bookings, online banking & others
  - b. Computers and government – such as census, vehicle registration & others
  - c. Computers in health – such as patient records, diagnostic equipment & others
  - d. Computers in education – timetabling, student registrations, homework, computer based training CBT, advantages & disadvantages & others

## **10.2 INFORMATION AND TECHNOLOGY (3 hrs)**

10.2.1 Meaning of Information and Technology

10.2.2 Information Technology

- a. Meaning of IT
- b. IT's Role in the Workplace
- c. Value of Information and Information Services
- d. Importance of Technology in Education
- e. Impact of Technology in our daily lives
- f. Advantages and Disadvantages of IT

## **10.2 THE OPERATING SYSTEM (1.5 hrs.)**

10.3.1 Operating Systems Defined

10.3.2 Significance of Operating Systems

10.3.3 Functions of the Operating System

## **10.3 WINDOWS OS CONCEPT (3 hrs.)**

10.4.1 The windows Desktop

10.4.2 Creating Folder/s, Moving, Copying Files and Folders

10.4.3 Hands-on Exercises

## **10.4 WORD PROCESSING (12 hrs.)**

10.5.1 What is Word Processing

10.5.2 Word Processing Software

10.5.3 Features and Advantages of Microsoft Word.

- a. Starting MS Word
- b. Familiarizing MS Word Screen

10.5.4 Creating, Saving and Opening Files

10.5.5 Editing Commands

10.5.6 Formatting Commands

10.5.7 Inserting Tables

10.5.8 Using MS Word Templates

10.5.9 Printing Files

10.5.10 Application/Hands-on Exercises

## **FINAL PERIOD**

## **10.5 ELECTRONIC SPREADSHEET (10.5 hrs)**

10.6.1 Overview of Electronic Spreadsheet

10.6.2 Functions of MS Excel as an Electronic Spreadsheet

10.6.3 Excel Components / MS Excel Screen

10.6.4 Creating, Saving and Opening Workbooks

- a. Creating a New Workbook
- b. Entering Data in Worksheets
- c. Editing Commands
- d. Performing Calculations
- e. Formatting Data Types
- f. Creating Charts
- g. Deleting Sheet, Rows, and Columns
- h. Saving a Workbook
- i. Closing and Opening a Workbook
- j. Printing Spreadsheets

10.6.5 Application/Hands-on Exercises

## **10.6 PRESENTATION SOFTWARE (9 hrs)**

10.7.1 Introduction / Presentation Basics

10.7.2 Basic Concepts and Operations

10.7.3 Using the AutoContent Wizard

10.7.4 Design Templates

- 10.7.5 Using Templates
- 10.7.6 Using a Blank Presentation
- 10.7.7 PowerPoint Views
- 10.7.8 Working with Text
- 10.7.9 Working with Slides
- 10.7.10 Graphics and Multimedia
- 10.7.11 The Slide Show / Delivering a Presentation
- 10.7.12 Managing the Show
  - a. Transitions
  - b. Animations
- 10.7.13 Saving Presentations
- 10.7.14 Printing Notes Pages and Handouts
- 10.7.15 Application/Hands-on Exercises

**10.7 THE INTERNET (9 hrs.)**

- 10.8.1 What is Internet
- 10.8.2 History of the Internet
- 10.8.3 World Wide Web
- 10.8.4 Netiquette
- 10.8.5 Browsers and Search Engines (Communications Applications)
- 10.8.6 Internet Services
  - a. E-Mail
  - b. Chat and Talk
  - c. Internet Phones
  - d. Newsgroup
  - e. Information Retrieval
  - f. Other Internet Services Available
- 10.8.7 E mail – concept, uses, requirements, advantages
- 10.8.8 Data Integrity, integration, Security and protection
- 10.8.9 The Internet Explorer
- 10.8.10 Searching Information on the Web

**11. COURSE REQUIREMENTS:**

- 11.1 Hands-on Activities/Exercises
- 11.2 Class Recitations
- 11.3 Assignments
- 11.4 Quizzes
- 11.5 Mid-Term and Final Examinations
- 11.6 Submission of weekly reaction paper on articles about the latest in Information Communication Technology.
- 11.7 Completion of Project by using Online Resources

**12. EVALUATION TECHNIQUES:**

Delivery of oral reports, written and interactive quizzes and examinations, actual computer operation, hands-on exercises and web surfing.

**13. COURSE GRADING SYSTEM:**

Midterm and Final Term Examination	30%
Quizzes (Mostly Interactive)	25%
Individual Exercises/Hands-on	35%
Class Participation/ Attendance	10%
<b>TOTAL</b>	<b>100%</b>
<b>Final Rating</b>	
First Grading	50%
Second Grading	<u>50%</u>
	<b>100%</b>

#### **14. Suggested Teaching Methodologies/Strategies**

Lectures, discussion, hands-on, develop and use interactive instructional materials.

#### **15. Suggested Learning Activities**

Hands-on using suitable activities/exercises, internet surfing, use Object Linking and Embedding (OLE) between MS Word, MS Excel and PowerPoint. Specific Tasks also includes:

- Search for input and output devices
- PowerPoint Presentation showing different input and output devices
- Initialization of glossary of terms
- Hardware identification quiz
- Lecture/Presentation on use of computers in the at places of work
- Search for history of the Internet
- Specific search on a topic/s set by teacher
- Use of e-mail within the lab, between labs and outside school

#### **16. REFERENCES:**

##### 16.1 TEXTBOOKS:

- Albano, Gisela May A. et. al. Introduction to Information Technology. Bulacan, Trinitas Publishing Inc. 2003.
- Andes, Antonio M. Sr. Simple Internet. Bitano Legazpi City. ConvergeLink Books Corp. May 2006.
- Andes, Antonio M. Sr. Introduction to Computer. Valenzuela City. World Class Printing and Packaging. May 2003.
- TERENA (Trans-European Research and Education Networking Association) and Netskills. Great Britain. Pearson Education Limited. 2002.
- Tokunbo "Michael" Osilaja, B.Sc., M.Sc., M.I.S. The Computer Knowledge Book – Microsoft Word. Integrated Printing Services. Philippines. 2004.
- Tokunbo "Michael" Osilaja, B.Sc., M.Sc., M.I.S. The Computer Knowledge Book – Microsoft Excel. Integrated Printing Services. Philippines. 2004.
- Tokunbo "Michael" Osilaja, B.Sc., M.Sc., M.I.S. The Computer Knowledge Book – Microsoft PowerPoint. Integrated Printing Services. Philippines. 2004.

*Prepared by:*

**Prof. ABEL L. PELANDIANA**  
PUP Mulanay  
First Semester 2011 - 2012

*Approved by:*

**Dr. ADELIA R. ROADILLA**  
Director and Head, Academic Programs