



COURSE SYLLABUS
1st Semester of Academic Year 2018

1. **Responsible Unit** KU Integrated General Education Center
2. **Course code** 01999023 **Course title** Essential Computer Skill
- Total credits** 1 (0-2-4)
- Prerequisite** (course code and title) -none-
- Section** Lab 450 Monday 10 – 12 a.m. **Room no.** OCS 402

3. Lecturers:

- 3.1 Dr.Raksak Sermsak Faculty of Agriculture, KU
- 3.2 Dr.Tanin Kongsila Faculty of Agriculture, KU
- 3.3 Dr.Piyapong Sriwongras Faculty of Agriculture, KU
- 3.4 Ajarn Noppadol Prasetsincharoen Faculty of Veterinary Technology, KU

4. Office hours for students' consultation

- 4.1 Dr. Raksak Sermsak,, Department of Farm Mechanics, Faculty of Agriculture, KU
Telephone. 0 25613482 **E-mail address:** agrsss@ku.ac.th
- 4.2 Dr.Piyapong Sriwongras, Department of Farm Mechanics, Faculty of Agriculture, KU
Telephone. 0 25613482 **E-mail address:** agrpyp@ku.ac.th

5. Course Objective

To acquire essential computer skills to determine the best way to use computer for different tasks and apply in the presentations.

6. Course Description

The goal of this course is to focus on basic computer skills and responsible computer use. Students will develop a basic understanding of ethical computer use and internet safety. Using a hands-on step-by-step approach students will use word processing software to create documents. Presentation software will be used to create, edit and format presentations including importing pictures and sound. Spreadsheet software be used to calculate data and format worksheets. Basic knowledge of image processing software user interface, customize-ability, and palette functions. Students will learn to create simple Web pages as well as dynamic and comprehensive Web sites. Uses software as tool to investigate important geographic processes.

7. Course Outline

1. Ethical Reasoning and Action: students will understand ethical issues and situations.
2. Understanding word processing: word processing basics, opening and closing of documents, text creation and manipulation, formatting of text.
3. Presentation software: prepare and present information including importing pictures and sound.
4. Using Spread Sheet: basics of spreadsheet, manipulation of cells, formulas and functions and editing of spread sheet.
5. Photo editing and graphic design: basic knowledge of image processing software user interface, customize-ability, and palette functions.
6. WEB creating: students will learn techniques for designing Web pages.
7. Geo-informatics: Natural resource surveying by freeware.

8. Student-centered Teaching Methods

Lecture, co-operative learning, independent study, presentation, learning through fundamental research and analytical process.

9. Teaching Aids/Materials

Hand-outs, slides, PowerPoint presentation, video-audio materials.

10. Measures of Achievement

10.1 Mid-term examination	20
10.2 Final examination	20
10.3 Assignments	50
10.4 Attendance	10
Total	100

11. Grading

Based on norm-referenced.

12. Textbook and Readings

Hand-outs, slides, PowerPoint presentation

13. Class Schedule (Lecture)

Section 450 Monday 10 – 12 a.m. Room no. OCS 402

Week	Date	Topic	Class Activity	Lecturer
1	06 /08/18	Introduction / Computer ethics and	Lecture/ Assignment	Raksak Sermsak/ Piyapong Sriwongras
2	20 /08/18	Understanding word		
3	27/08/18	processing		
4	03 /09/18	Software for prepare and		
5	10/09/18	present information.		
6	17 /09/18	Understand the use of spreadsheets software		
22/09/18		Midterm Examination		9-11 am
7	01 /10/18	Understand the use of spreadsheets software (cont.)	Lecture/ Assignment	Raksak Sermsak/ Piyapong Sriwongras
8	08 /10/18	Using Spreadsheets software for statistical analysis		
9	29 /10/18	Photo editing and graphic		
10	05 /11/18	design		
11	12/11/18			
12	19 /11/18	Fundamentals of the World		
13	26 /11/18	Wide Web creating		
14	03/12/18			
15	Make up a class	Natural resource surveying by freeware		
15/12/18		Final Examination		9-11 am

Signature.....

(Dr. Raksak Sermsak)
3 August 2018