



COURSE SYLLABUS
Summer Session 2019

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 480 Tuesday and Wednesday 9 – 12 am. **Room no.** computer 1105

3. **Lecturers:**

3.1 Dr.Raksak Sermsak Faculty of Agriculture, 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:** agrrss@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 480 Tue and Wed 9 – 12 am. Room no. computer 1105

Week	Date	Topic	Class Activity	Lecturer
1	4 /6/19	Introduction / Computer ethics and Understanding word processing	Lecture/ Assignment	Raksak Sermsak
2	5 /6/19	Software for prepare and present information.		
3	11 /6/19			
4	12 /6/19	Using Spread Sheet software.		
Midterm Examination				

5	18 /6/19	Using Spread Sheet software for statistics analysis	Lecture/ Assignment	Raksak Sermsak
6	19 /6/19	Photo editing and graphic design		
7	25 /6/19			
8	26 /6/19	Fundamentals of the World		
9	2 /7/18	Wide Web creating		
10	3 /7/18	Natural resource surveying by freeware		
	6 – 8/7/19	Final Examination		

Signature.....

(Dr. Raksak Sermsak)

31 May 2019