COURSE SYLLABUS
1ⁿᵈ Semester of Academic Year 2017

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 Lecture 450 Monday 10 – 12 am.   **Room no.** Office of Computer Service 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 Dr.Saowapa Chaipitak   Faculty of Sciences, KU
   3.5 Asst.Prof. Dr. Weerakaset Suanpaga   Faculty of Engineering, 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	25
10.2 Final examination	25
10.3 Assignments	40
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 am.   Room no. Office of Computer Service 402

Week	Date	Topic	Class Activity	Lecturer
1	31-7-2017	Introduction and Computer ethics	Lecture/ Assignment	Raksak Sermsak/ Tanin Kongsila/. Piyapong Sriwongras
2	7-8–2017	Understanding word processing.	Lecture/ Assignment	Raksak Sermsak/ Tanin Kongsila/. Piyapong Sriwongras
3	21-8-2017			
4	28-8-2017	Software for prepare and present information.	Lecture/ Assignment	Raksak Sermsak/ Tanin Kongsila/. Piyapong Sriwongras
5	4-9-2017			
6	11-9-2017	Using Spread Sheet software.	Lecture/ Assignment	Raksak Sermsak/ Tanin Kongsila/. Piyapong Sriwongras
7	25-9-2017			
8	2-10-2017			
9	9-10-2017	Photo editing and graphic design	Lecture/ Assignment	Raksak Sermsak/ Tanin Kongsila/. Piyapong Sriwongras
10	16-10-2017			
11	30-10-2017	Fundamentals of the World Wide Web creating	Lecture/ Assignment	Raksak Sermsak/ Tanin Kongsila/. Piyapong Sriwongras
12	6-11-2017			
13	13-11-2017			
14	27-11-2017	Natural resource surveying by freeware	Lecture/ Assignment	Raksak Sermsak/ Tanin Kongsila/. Piyapong Sriwongras
15	Make-up class			

Signature…………………………………………….

(Dr. Raksak Sermsak)

31 July 2017