

Course Learning Outcomes (CLOs)

Faculty	GFP		
Program	Computing		
Notional hours of learning (direct contact time + other independent activities/study time)	10 hours per week		
1. General Course Information			
1.1. Course Title: Key Application			
1.2. Course Code: IC3M1			
1.3. Course Level: GFP			
1.4. Course Credit Units: NA			
1.5. Course Learning Outcomes mapping with Program Learning Outcomes			
Course Learning Outcomes	Program Learning Outcomes		
Upon completion of the course, students are expected to be able to:	3	4	6
A. Knowledge and Understanding			
1. Identify the main components of the personal computer system in terms of hardware and software.		√	
2. Explain the different types of Microsoft Office applications, Word, Excel, and PowerPoint, and identify their common features and available editing options.		√	√
3. Demonstrate how to manipulate and format text, pictures, and tables using different formatting tools and page settings and adding references.		√	√
4. Demonstrate how to manipulate Excel's sheets and use its tools, including formatting, managing rows/columns and sheets, page layout options, and printing a worksheet.		√	√
5. Demonstrate the ability to manipulate slides, run slides, and use the different design layouts and presentation view modes, transitions, and animations.		√	√
B. Cognitive/Intellectual Skills			
6. Analyze data using various charts and explore the available analysis options, including sort and filter options.		√	√
C. Practical Skills			
7. Generate various formulas using built-in functions and use them appropriately and correctly to solve problems.	√	√	√