



Learning Instructions for GEN0301

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Semester 1/2021

16 Aug 2021 – 10 December 2021

GEN0301 Information Technology
for Communication

AB64: Friday, 9:00 – 12:00

Others: Thursday, 13:00 – 16:00

(BKK Time, GMT+07)



Course outlines



Week 1 - Lecture

Course Introduction

- Course outlines
- Grading criteria
- Self-assessment: IT competencies

Chapter 1: Fundamental Concepts of Information Technology



For each lecture week

1

Live meeting for attendance checking and review

2

Self-learning from courseware

3

Rejoin the live meeting for lesson summary and quiz



Week 2 - Workshop



Learn how to use cloud-based office apps Spreadsheet aka Excel Fundamentals

- Data formats
- Basic calculations

	A	B	C	D	E
1	Number of male students:	185			
2	Number of female students:	165			
3	Total students:				
4					
5					
6	Score in each subject	Math	Science	English	Total
7		35	42	63	
8					

	A	B	C
1	Test score of each subject		
2			
3	Calculus	90	
4	English	90	
5	Social	38	
6	Geography	60	
7	PE	78	
8	Chemistry	55	
9	Physics	70	

	A	B	C	D
1	Computer brands chosen by customers			
2				
3	Brand	Number	Ratio	
4	Acer	132		
5	Lenovo	114		
6	Asus	96		
7	Hp	82		
8	Dell	71		
9	Other	55		
10	Total	550		

Week 3 - Lecture

Chapter 2: IT infrastructure

- Hardware
- Software
- IT services



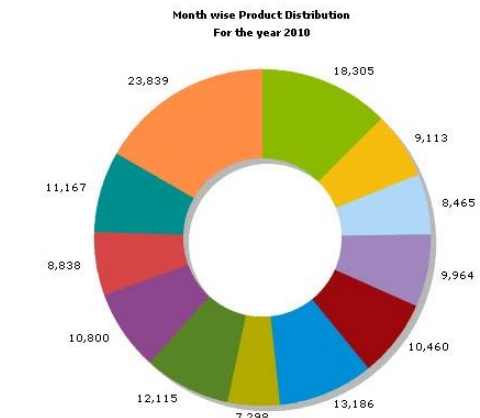
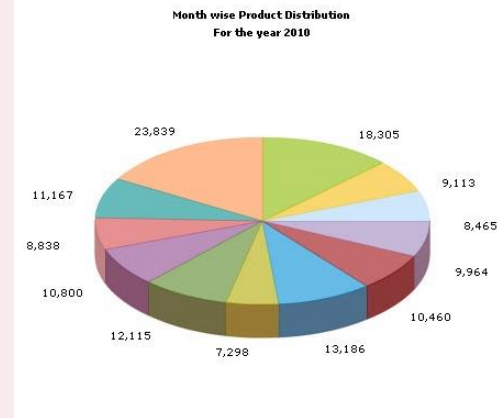
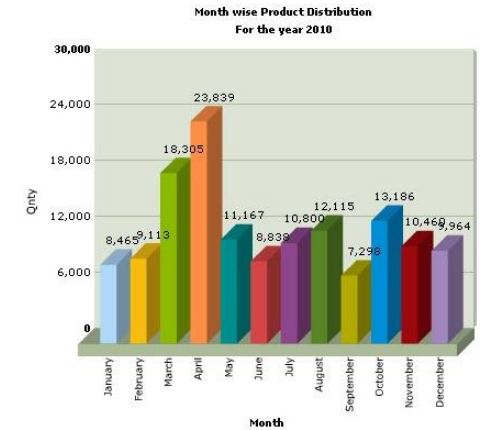
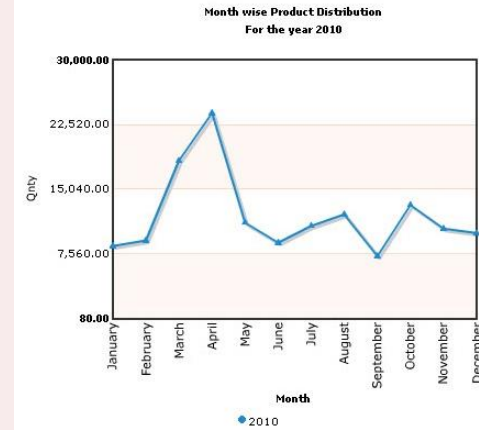
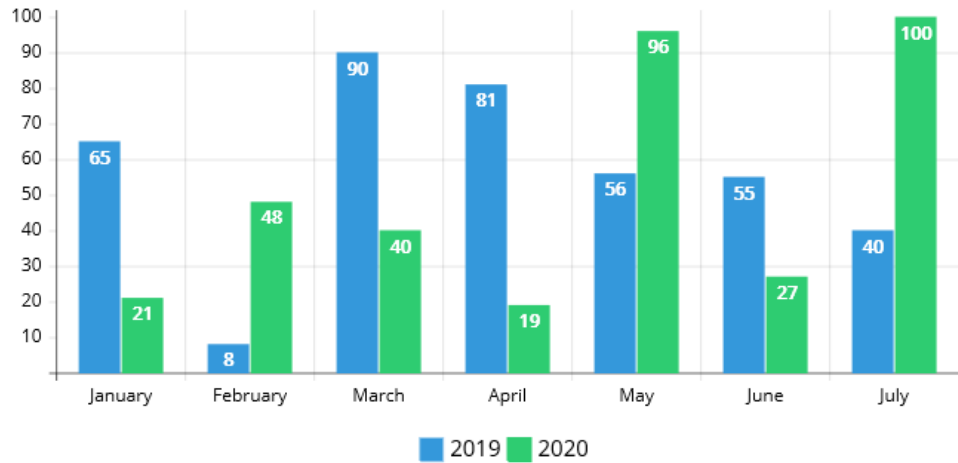


Week 4 - Workshop

Spreadsheet (Cont.)

- Charts and graphs

Chart Title
Add SubTitle Here



Week 5 - Lecture

Chapter 3: Communication

- Ages of communication
- Data and transmission
- Mobile communication





Week 6 - Self-study

* Fri, 24 Sep (Mahidol Day)

Chapter 4: Computer Network and Internet

- Computer network
- Internet usage



For each self-study week

1

Self-learning from courseware
(no attendance submission)

2

Attempt a quiz (extended deadline)

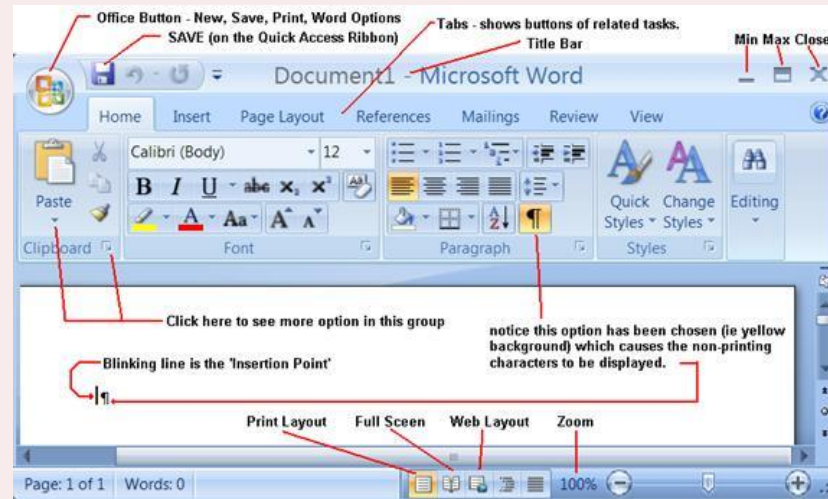


Week 7 - Workshop

* Activity may be revised

Word Processing Fundamentals

- Document formatting



✘ Week 8 - Mid-term exam week for other courses

No mid-term exam for this course according to the SSRU new GEN-ED instructional format.

Other courses will have examinations on this week. We have to give them our time slot.

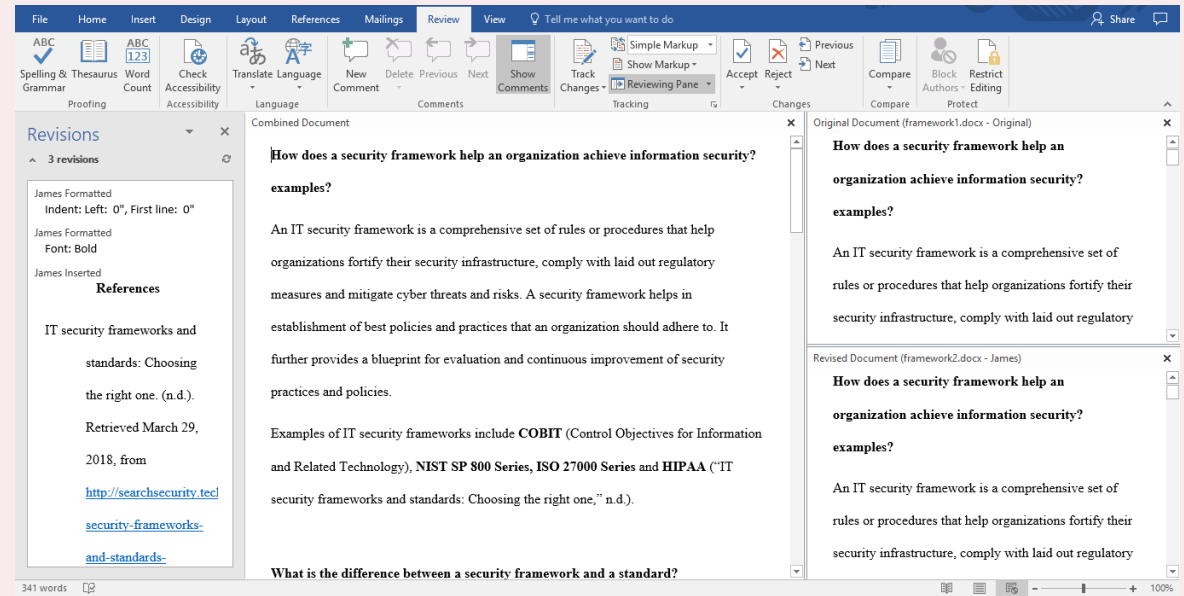


Week 9 - Workshop

* Activity may be revised

Word Processing (Cont.)

- Multi-section document
- Headings & Styles
- Table of content



Week 10 - Self-study

* Fri, 22 Oct (Chulalongkorn Memorial Day)

Chapter 5: Data Processing

- Data processing tasks
- Information technology that assists the data processing
- Big data



Week 11 - Lecture

Chapter 6: Information Security and Ethics

- Cybersecurity
- Information ethics
- Intellectual property



Week 12 - Workshop

* Activity may be revised

Submit first drafts of the final project

- Peer & self-assessment



Week 13 - Lecture

Chapter 7: Digital Transformation

- Industrial and digital revolutions
- Technology in the digital era



Week 14 - Workshop

* Activity may be revised

Submit final drafts of the project



Week 15 - Guest Speaker

Chapter 8: Technology Trends



✘ Week 16 - Make-up class

In case there are additional close dates.



Week 17 - Final examination




 **Week 1 - Lecture**

 **Week 2 - Workshop**

 **Week 3 - Lecture**

 **Week 4 - Workshop**

 **Week 5 - Lecture**


 **Week 6 - Self-study***


* Fri, 24 Sep (Mahidol Day)

 **Week 7 - Workshop**




✘ Mid-term exam week (No test)

 **Week 9 - Workshop**


 **Week 10 - Self-study***

* Fri, 22 Oct (Chulalongkorn Memorial Day)

 **Week 11 - Lecture**

 **Week 12 - Workshop**

 **Week 13 - Lecture**

 **Week 14 - Workshop**



 **Week 15 – Invited speaker**

✘ Make-up class

 **Week 17 – Final exam**

**More information in the
course specification (TQF3)**





END