



## UNIVERSITI TEKNOLOGI MARA

### ASM510: OFFICE SOFTWARE APPLICATIONS

<b>Course Name (English)</b>	OFFICE SOFTWARE APPLICATIONS <b>APPROVED</b>
<b>Course Code</b>	ASM510
<b>MQF Credit</b>	3
<b>Course Description</b>	This course will provide students with the concept of database management systems and project management. Hands-on training on database and project management software will be emphasized to enable students to utilize appropriate software for office applications. Good work ethics, problem-solving skills and proofreading skills will be highlighted.
<b>Transferable Skills</b>	Skills in Office Software: Microsoft Access and Microsoft Project
<b>Teaching Methodologies</b>	Lectures, Blended Learning
<b>CLO</b>	CLO1 Explain the concept of database management systems and project management. CLO2 Demonstrate intermediate and advanced functions of a database and project management in relations to administrative systems management. CLO3 Display the curation skills in managing simple data through report and presentation.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Database Software</b> 1.1) Databases and Database Objects: An Introduction	
<b>2. Database Software</b> 2.1) Querying a Database	
<b>3. Database Software</b> 3.1) Maintaining a Database	
<b>4. Database Software</b> 4.1) Creating Reports and Forms	
<b>5. Database Software</b> 5.1) Multiple-Table Forms	
<b>6. Database Software</b> 6.1) Advanced Report Techniques	
<b>7. Database Software</b> 7.1) Advanced Form Techniques	
<b>8. Database Software</b> 8.1) Macros, Navigation Forms, and Control Layouts	
<b>9. Project Management Software</b> 9.1) Project, Project Management, and You	
<b>10. Project Management Software</b> 10.1) Start a new plan	
<b>11. Project Management Software</b> 11.1) Build a task list	
<b>12. Project Management Software</b> 12.1) Set up resources to tasks	

**13. Project Management Software**

13.1) Format and share your plan

**14. Project Management Software**

14.1) Track progress: Basic Techniques

<b>Assessment Breakdown</b>	<b>%</b>
Continuous Assessment	100.00%

<b>Details of Continuous Assessment</b>	<b>Assessment Type</b>	<b>Assessment Description</b>	<b>% of Total Mark</b>	<b>CLO</b>
	Assignment	Individual Assignment	20%	CLO2
	Group Project	Group Project	30%	CLO3
	Test	Test	20%	CLO1
	Test	Comprehensive Hands On Test	30%	CLO2

<b>Reading List</b>	This Course does not have any book resources
<b>Article/Paper List</b>	This Course does not have any article/paper resources
<b>Other References</b>	This Course does not have any other resources