



UNIVERSITI TEKNOLOGI MARA

IMD113: INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATION

Course Name (English)	INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATION APPROVED		
Course Code	IMD113		
MQF Credit	3		
Course Description	This course is designed to provide students with the basic knowledge of elementary computer, applications and information systems. Students will acquire basic skills in the use of personal computers and software applicable to the management of information and delivery of services in a wide variety of fields. Topics include the use of popular productivity software such as spreadsheet, word processing and presentation graphics.		
Transferable Skills	Adaptable & reflective learning		
Teaching Methodologies	Lectures, Lab Work, Tutorial		
CLO	<p>CLO1 Explain the computer components, hardware, software and networks based on given topics.</p> <p>CLO2 Reproduce information using Word Processing and Spreadsheet software.</p> <p>CLO3 Present Information and Communication Technology (ICT) and technology topics using presentation software.</p>		
Pre-Requisite Courses	No course recommendations		
Reading List	<table border="1"> <thead> <tr> <th>Recommended Text</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Jennifer T. Campbell, Mark Ciampa, Barbara Clemens, Steven M. Freund, Mark Frydenberg, Ralph Hooper, Lisa Ruffolo 2020, <i>AE Technology For Success: Computer Concepts</i>, 1 Ed., Cengage Learning [ISBN: 9789814888035] • Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg 2018, <i>Discovering Computers ©2018: Digital Technology, Data, and Devices</i>, 1 Ed., Cengage Technology Edition [ISBN: 9780357539644] • Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg 2016, <i>Discovering Computers ©2016</i>, 1 Ed., Cengage Learning [ISBN: 9781305391857] • Faithe Wempen, Rosie Hattersley, Richard Millett 2014, <i>Computing Fundamentals</i>, 3 Ed., 17, John Wiley & Sons [ISBN: 9781118910139] </td> </tr> </tbody> </table>	Recommended Text	<ul style="list-style-type: none"> • Jennifer T. Campbell, Mark Ciampa, Barbara Clemens, Steven M. Freund, Mark Frydenberg, Ralph Hooper, Lisa Ruffolo 2020, <i>AE Technology For Success: Computer Concepts</i>, 1 Ed., Cengage Learning [ISBN: 9789814888035] • Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg 2018, <i>Discovering Computers ©2018: Digital Technology, Data, and Devices</i>, 1 Ed., Cengage Technology Edition [ISBN: 9780357539644] • Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg 2016, <i>Discovering Computers ©2016</i>, 1 Ed., Cengage Learning [ISBN: 9781305391857] • Faithe Wempen, Rosie Hattersley, Richard Millett 2014, <i>Computing Fundamentals</i>, 3 Ed., 17, John Wiley & Sons [ISBN: 9781118910139]
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Article/Paper List	This Course does not have any article/paper resources		
Other References	This Course does not have any other resources		