



UNIVERSITI TEKNOLOGI MARA

MGT334: ICT APPLICATION IN BUSINESS

Course Name (English)	ICT APPLICATION IN BUSINESS APPROVED
Course Code	MGT334
MQF Credit	3
Course Description	The course is designed to equip students with knowledge and abilities in word processing, spreadsheet, presentation, and website applications. In line with the Industrial Revolution (IR) 4.0, students will also be exposed to basic cloud computing and big data analytics. The focuses of the course are on the integration and hands-on training application to enable students to generate documents, spreadsheets, presentation slides, and website professionally.
Transferable Skills	computer skill
Teaching Methodologies	Lectures, Web Based Learning, Interactive Lecture
CLO	CLO1 Explain the concept of Operating Systems, the Fourth Industrial Revolution (IR4.0), and Google Docs Editors. CLO2 Display skills in word-processing, spreadsheet, presentation, and website applications efficiently at an intermediate level. CLO3 Display the curation skills in managing simple data through report and presentation.
Pre-Requisite Courses	No course recommendations
Reading List	This Course does not have any book resources
Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources