



UNIVERSITI TEKNOLOGI MARA

PMG417: INFORMATION AND COMPUTER TECHNOLOGY

Course Name (English)	INFORMATION AND COMPUTER TECHNOLOGY APPROVED
Course Code	PMG417
MQF Credit	3
Course Description	This subject focuses on developing awareness and competence in the use of basic computer concepts and operations. Students will learn to use computers as a tool for learning, communicating, problem-solving and decision making.
Transferable Skills	Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of context.
Teaching Methodologies	Lectures, Blended Learning, Lab Work, Presentation
CLO	CLO1 Apply basic principles and function of computing knowledge application in park management CLO2 Adapt techniques and processes of basic hardware and software operation principles for park management practices. CLO3 Integrate skills of using computer applications software for park management
Pre-Requisite Courses	No course recommendations
Topics	
1. Information and Communication Systems 1.1) An overview	
2. Fundamental Theories 2.1) Personal computers 2.2) Basic skills of personal computers	
3. Computer Hardware and Software 3.1) Hardware and Software	
4. Document Processing 4.1) Creating documents 4.2) Editing documents 4.3) Formatting and retrieving	
5. Spreadsheet Applications 5.1) Entering text, numbers and fonts 5.2) Special features of spreadsheet 5.3) Data manipulation and presentation	
6. Computer Graphics 6.1) Basic concepts 6.2) Tools 6.3) Techniques	

Assessment Breakdown	%
Continuous Assessment	70.00%
Final Assessment	30.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	n/a	60%	CLO2
	Test	n/a	10%	CLO3

Reading List	Recommended Text	<ul style="list-style-type: none"> • Misty E. Vermaat, Susan L. Sebok, Steven M. Freund 2014, <i>Discovering Computers</i>, First Edition Ed., 12, Cengage Learning Asia Pte Ltd Singapore [ISBN: 9781305001992] • Misty Vermaat 2013, <i>Discovering Computers 2014</i>, Cengage Learning [ISBN: 9781285161761] • Ron White 2008, <i>How Computers Work</i>, Que Pub [ISBN: 9780789736130]
	Reference Book Resources	<ul style="list-style-type: none"> • Elaine Weinmann, Peter Lourekas 2014, <i>Photoshop CC</i>, Pearson Education [ISBN: 9780133980462] • June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey, Carol DesJardins 2013, <i>New Perspectives on Microsoft Excel 2013, Brief</i>, Cengage Learning [ISBN: 9781285169392] • Judith Read, Mary Lea Ginn 2010, <i>Records Management</i>, Cengage Learning [ISBN: 9780538731416]
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	