



UNIVERSITI TEKNOLOGI MARA

IMD257: INFORMATION TECHNOLOGY APPLICATION IN INFORMATION AGENCIES

Course Name (English)	INFORMATION TECHNOLOGY APPLICATION IN INFORMATION AGENCIES APPROVED	
Course Code	IMD257	
MQF Credit	3	
Course Description	This course is intended to provide students with the basic knowledge of Information Technology (IT) application in information agencies, with special reference to libraries. Students will be exposed to the various types of technologies used in performing multiple tasks, in different departments in libraries. Hence, students will be able to acknowledge the importance of IT activities for managing and upgrading information services in information agencies.	
Transferable Skills	Reflective Learner Resourceful and Responsible	
Teaching Methodologies	Lectures, Tutorial, Presentation	
CLO	CLO1 1. Illustrate the concepts and principle of IT in information agency. CLO2 2. Manage the various types of information technology application in information agency. CLO3 3. Acknowledge the importance of IT activities in every department in information agency.	
Pre-Requisite Courses	No course recommendations	
Reading List	Reference Book Resources	<ul style="list-style-type: none"> • Beekman 2002, <i>Computer Confluence</i>, standard. Prentice-Hall. • Benjamin, David 1993, <i>Information for control and decision making.</i>, Ed., , London: CAEP. [ISBN:] • Brian, K. William & Sawyer, Stacey C. 2003, <i>Using Information Technology: a practical int.</i>, Ed., , Boston: McGraw Hill. [ISBN:] • Taylor, Arlene G. 1999, <i>The Organization of Information. Englewood</i>, Ed., , colorado: Libraries Unlimited [ISBN:] • Stuart, Robert 1993, <i>Library and information center management</i>, Ed., , Englewood: Libraries Unlimited. [ISBN:] • Sydnese, Anne Kristin 2000, <i>ICT examples in developing countries.</i>, Ed., , A(4)6. [ISBN:] • Capron, H.L. & Johnson, Jim 2002, <i>Computers: Tools for an Information Age</i>, 7 Ed., , Prentice-Hall.
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	