



Faculty of Management and Finance
Bachelor of Business Administration Honours in Human Resource Management
Degree Programme
Course Unit Information Sheet

Course Code		BBA 11043			
Course Name		Information and Communication Technology			
Semester		1000 Level - Semester I			
Credit Value	3	Core/Optional	Core	GPA/NGPA	GPA
Hourly Breakdown		Lectures	Practical	Independent Learning	
		30 hours	30 hours	90 hours	
Course Description Information and Communication Technology (ICT) is an introductory level course consisting of both theoretical aspects and practical training. This course enhances the ICT knowledge and skills required to work in a business context.					
Intended Learning Outcomes				PLO Alignment	
At the end of the course unit, the student shall be able to,					
1. Explain the role of information and communication technology in the modern world.				1, 5	
2. Identify the main components of computer systems and file organisation.				24, 26	
3. Explain the basics of computer hardware, software, and data communication technologies.				1, 11, 24	
4. Explain the concepts of cloud computing, data mining and data visualisation, and cyber security.				1, 5, 24, 25	
5. Demonstrate the ability to use word processing, spreadsheet management, presentation applications, website developing, and database management systems.				23, 24	
6. Identify new trends in ICT for business operations.				5, 24, 26	
Course Content				Hours	ILOs
1. Introduction to Information and Communication Technology				4 (T)	1
2. Computer Hardware and Software				4 (T)	2, 3
3. Introduction to Data Communication and Networks				5 (T)	3
4. Introduction to Cloud Computing				2 (T)	4
5. Web Development				4 (T)	5
6. Data Mining and Data Visualisation in Management				4 (T)	4
7. Cyber Security				3 (T)	4
8. Word Processing				8 (P)	5
9. Spreadsheet Management				8 (P)	5
10. Presentation Applications				4 (P)	5

11. Database Management Systems	2 (T) 8 (P)	5
12. New Trends and Future of ICT	2 (T) 2 (P)	6
Teaching Methods		
Lectures, Practical, Tutorials, Discussions, and Presentations.		
Assessment Methods		
In-course Assessments 30 %	Final Examination 70 %	Total: 100%
Recommended Reading		
1.Rajaraman, V. <i>Introduction to Information Technology</i> . PHI Learning Pvt. Ltd. The latest edition. 2.Microsoft Office Help & Training. Retrieved from Office Support: https://support.office.com		