

# GEN/OPM1300 Information and Communication Technologies

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**Code**

GEN/OPM1300

**Title**

Information and Communication Technologies

**Prerequisites**

no

**Credits**

3

**Description**

This course provides knowledge about the principles of computer and information systems. Furthermore basic knowledge is provided regarding specific types of information systems i.e., text, hypertext, presentation, spreadsheet, and database processing. The tutorials are dedicated to working on the assignments. The successful student will understand the capabilities and limitations of computers and acquire the skills required for performing simple information processing tasks. For this course there are no prerequisites. This course covers those uses of the Microsoft Office applications which students are likely to encounter early in their careers. The software programs used in this course are part of the Microsoft Office suite of programs and run in the Windows operating system. In this course, students will be introduced to major business software applications: Word (word processing), Excel (spreadsheet), Power Point (electronic presentations), MS Access (database management system) and Web Design principles (Introduction to HTML).

**Objectives**

The objective of this course is to provide the students with sufficient knowledge and practical experience to make use of computers as a tool, particularly in the work setting.

**Assessment**

60 % -first and second assessments

40 % -final assessment