

Information Technology (IT) Skills

Code: MGIS-271

Course Name: Information & Technology (IT) Skills **Course Type:** Core

Pre-Requisite: Computer Science COMP 101 Concentration

Course Level:

Year 1:		Semester 1		Semester 2		Summer Semester
Year 2:	<input type="checkbox"/>	Semester 1	<input type="checkbox"/>	Semester 2	<input type="checkbox"/>	Summer Semester
Year 3:	<input type="checkbox"/>	Semester 1	<input type="checkbox"/>	Semester 2	<input type="checkbox"/>	Summer Semester
Year 4:	<input type="checkbox"/>	Semester 1	<input type="checkbox"/>	Semester 2	<input type="checkbox"/>	Summer Semester

Course Description:

This course covers an overview of the study of Information Technology fundamentals. This study aims to develop an interest and understanding among the students towards IT field.

Objectives:

1. To develop an expertise in using commonly using software like MS office.
2. To aware the students with the skills of using internet and email.

Learning Outcomes:

As soon as this course is completed by the students successfully, they may find it easy to use computers in perusal of their academic as well as vocational activities.

Skills to be developed throughout the Course:

Students will develop their analytical and oral communication skills via case study work carried out in seminar sessions. Information technology and written communication skills will be developed when completing the written assignment which will also test student’s creative skills and their abilities to present theoretical information in practical situations.

Students are encouraged to make use of IT facilities particularly web sites to support research and reading.

Learning Resources:

1. Text Books

<u>Author</u>	<u>Title</u>	<u>Publisher</u>	<u>Year</u>
O'BRIEN	Introduction to Information Systems with MI Source	McGraw Hill Publications UK ISBN: 9780071284851	2008
HAAG	Information Systems Essentials	McGraw Hill Publications UK ISBN: 9780071285490	2008
Laudon, K. & Laudon, J.	Essentials of Business Information Systems	Prentice Hall, Upper Saddle River, N.J.	2004

2. e- Library Reserves

- <http://www.emeraldinsight.com/insight>
- <http://www.compulinkgroup.com>

3. Internet

- Ebsco Business Source Premier: A database containing several hundred key business and management journals with full text articles updated daily.
- Courseware: Specific research support resources and documents, selectively posted to complement and build upon materials available in proctor's methodological text. Such documentation will typically be posted regularly.
- www.decailibrary.org
- www.ipl.org

4. Journals

- Journal of Information Technology
- Computers in Industry
- Information & Management
- Computers & Operations Research

Delivery and Teaching Strategy: (Lecture, Online, Physical, blended, self directed through CD, web based courses and DVD)

Methods of Instruction: It would be based on Lecture, demonstration and assignment review. Questions are encouraged and participation is expected.

Assessment Strategy:

- a. First Mid Term Exam: 20 Marks to be held on.....Day,.....Month, 20..
- b. Second Mid Term Exam: 20 Marks to be held on.....Day,.....Month, 20..
- c. Attendance, Participation & Assignment: 10 Marks
- d. Final Exam: 50 Marks
- e. Total: 100 Marks

Syllabus Change Policy: This syllabus is a guide for the course and is subject to change with advanced notice.

Course Contents:
Introduction to Computers-Software, Systems Software, Application Software and packages.
Commonly used software packages like Microsoft Word, Microsoft excel, Microsoft power point.
Introduction to World Wide Web-Internet operations-Introduction to Electronic Commerce.