**BLS 1211: INFORMATION TECHNOLOGY II**

**Short Description**

The course covers application of computers and information technologies in information handling.

**Aim**

To enable learners gain skills of applying computers and information technologies in information handling.

**Learning Outcomes**

Students to be able to:

* Use spreadsheet for information management
* Prepare PowerPoint presentations
* Apply Desktop Publishing packages in information work
* Explain the techniques involved in computer networking, maintenance and troubleshooting

**Intellectual, practical and transferable skills**

* + Spreadsheet and PowerPoint presentation skills will be transferred
  + Knowledge on computer networks will be acquired
  + Knowledge of computer maintenance and troubleshooting

**Teaching and Learning Pattern**

By use of lectures, practicals (hands on practices) and individual research guided by the lecturer.

**Indicative Content**

Spreadsheets; preparing presentations; working with graphics, computer networks and communication technologies, basics of databases, Desktop publishing, ICT in society: problems and prospects, computer maintenance and troubleshooting.

**Assessment Method**

Continuous assessment shall be applied to generate marks for coursework. Tests, coursework research questions, and projects will constitute 30%mark while final examinations (70 marks).

**Indicative Sources**

1. Anderson, A. John. 1994. Foundations of Information Technology. London: Chapman and Hull
2. French, C.S., 1996. Data Processing and Information Technology. 10th Ed., London: Continuum.
3. Kalicharan, Noel. 1988. An introduction to computer studies. CambridgeUniversity press
4. Laudon, K., Trever, C.G., and Laudon, J.P. 1997. Information Technology. Concepts and Issues. 2nd Ed. Cambridge: International Thomson Publishing Company.
5. Rowley, Jennifer. 1993. Computers for libraries. 3rd ed. London: Library Association Publishing
6. Saffady, William. 1999. Introduction to automation for librarians. London: American Library Association
7. Shelly, G.B., Cashman, T.J. and Vermaat, M.E. 2007. Discovering computers: a guide to information age. Boston: Thompson.
8. Stern, N., Stern, R. 1996. Computing in the information age. New York: John Wiley.
9. Turban, E., Mclean, E., and Watherbe J. 1999. Information Technology for Management: Making Connections for Strategic Advantage. 2nded. New York John Wiley