**BLS1111; INFORMATION TECHNOLOGY I**

**Short Description**

The course covers basic computer knowledge and skills.

**Aim**

To enable students acquire basic computer skills useful in information work.

**Learning Outcomes**

Students to be able to:

* Explain the various components of a computer system
* Work with windows
* Word process documents
* Identify different computer ports
* Create and e-mail account and use e-mail services
* Use e-learning software.

**Intellectual, practical and transferable skills**

Knowledge on computer operations and skills on word-processing documents, surfing internet, e-mail utilization and e-learning software operation

**Teaching and Learning Pattern**

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

**Indicative Content**

Computer operations; computer hardware systems, software systems, operating systems, working with files, directories and folders; operating system commands; computer ports, storage, care and handling. Information Technology and Society, Word processing applications, Internet and e-mail: use of WWW, subscribing to list serves and discussion groups, introduction to e-learning and other university services

**Assessment Method**

Continuous assessment shall be applied to generate marks for coursework. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks).For a student to be allowed to sit for final examinations in this course he/she should have obtained at least 15 out of 30 marks. The pass mark for the course shall be 50%.

**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
10. Saxena, S. 2002. First course in computers. New Delhi: Vikas