**BRM 1206 INFORMATION TECHNOLOGY II**

**Short Description**

The course covers spreadsheets, power point presentations and introduction to networks.

**Aim**

To enable students acquire advanced computer skills useful in information work

**Learning outcomes**

Students should be able to:

* Use spreadsheet like Excel
* Use PowerPoint presentation
* Explain the networking technologies
* Set up and trouble shoot simple Local Area Networks

**Intellectual, Practical and Transferable Skills**

Spreadsheet and PowerPoint presentation skills will be transferred. Knowledge and skills of computer networks will be acquired

**Teaching and Learning Pattern**

By use of lectures, case studies and demonstrations, practical lectures, group discussions and individual research guided by the lecturer

**Indicative Content**

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

**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**

Shelly, G.B., Cashman, T.J. and Vermaat, M.E. 2007. Discovering computers: a guide to information age. Boston: Thompson.

Laudon, K., Trever, C.G., and Laudon, J.P. 1997. Information Technology. Concepts and Issues. 2nd Ed. Cambridge: International Thomson Publishing Company.

Online tutorials on spreadsheets and powerpoint presentation

French, C.S., 1996. Data Processing and Information Technology. 10th Ed., London: Continuum.

Turban, E., Mclean, E., and Watherbe J. 1999. Information Technology for Management: Making Connections for Strategic Advantage. 2nd ed. New York John Wiley