

# **UNIVERSITY OF EDUCATION, WINNEBA**

## **INFORMATION AND COMMUNICATION TECHNOLOGY CENTER**

### **COURSE: INTRODUCTION TO INFORMATION TECHNOLOGY**

**COURSE CODE: GPD 113 | CREDITS: 2 | 1<sup>st</sup> SEM. 2007/8**

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#### **A. OBJECTIVES AND COURSE DESCRIPTION**

##### **1. Our Technological Society [1<sup>st</sup> week]**

**Objectives:** After completion of this module students will be able to discuss the following:

- i. Computer Literacy, conceptual computer, role of computers, hardware, terminology, input-output devices, central processing unit, internal memory.

##### **2. Introduction to Computers: Software [2<sup>nd</sup> week]**

**Objectives:** At the end of this module students will be able to:

- i. Understand the Importance of Software.
- ii. Review 3 – major types of Software; Systems Utility and Application Software
- iii. Understand the functions of Operating System

##### **3. (a) Introduction to Computers: Word Processing [2<sup>nd</sup> week]**

**Objectives:** At the end of the module students will be able to:

- i. Understand the key operations of a Word Processor and how this is more superior to a typewriter – File Manger (allows management), Editor (allows text/character insertion) and Formatter (allow changes to be made)

##### **(b) Introduction to Computers: Financial Analysis and Accounting [2<sup>nd</sup> week]**

**Objectives:** At the end of this module students will be able to:

- i. Recognize Financial Software packages
- ii. Explain how a Spreadsheet works and the type of entries used.

##### **4. Data Base Management Packages [2<sup>nd</sup> week]**

**Objectives:** At the end of this module students will be able to:

- i. Identify some concepts and terminologies of managing data bases.

##### **5. Introduction to Computers: Educational and Presentation Software [3<sup>rd</sup> week]**

**Objectives:** At the end of this module students will be able to:

- i. Identify types of educational software and use of Tutorial, Simulation/Games, Drill and Practice software.

##### **6. Introduction to Computers: Computers in Communications [4<sup>th</sup> week]**

**Objectives:** At the end of this module students will be able to:

- i. Understand opportunities that telecommunications offer, GSM, GPRS, etc.
- iii. Explain how electronic bulletin boards and electronic mails operate.
- iv. Explain how modem and communication software enable a computer to telecommunicate
- v. Computer networks

##### **7. (a) Introduction to Windows: The UEW ICT Policy [5<sup>th</sup> week]**

**Objectives:** Be able to discuss the UEW ICT policy and state the effects of the abuse of the policy

##### **(b) Introduction to Windows: Basics of Microsoft Windows**

**Objectives:** Identify the features of the Desktop – Taskbar and Star button; Network Neighbourhood, Internet Explorer, Recycle Bin; Set the system's date and time; Explore your computer; Start and Quit programmes; Manage files and folders; Create folders and subfolders; Find files and folders; Open files and folders; Rename files and folders; Copy and Move files and folders; Create text files; Paintbrush Activity.

### **8. Running Application Programmes: Microsoft Word [6<sup>th</sup> - 8<sup>th</sup> week]**

**Objectives:** Compose a document and process it in Microsoft Word. Identify the features of Microsoft Word window; Enter text in MS-Word; Save and Close MS Word Document; Selecting Text and Blocks; Editing and Formatting text; Inserting and Deleting text; Using Word Art, Creating Tables and Columns, Bulleting and Numbering text, Using special tools – Checking Spelling and Grammar; Thesaurus, Clipart; Word art; and Printing Documents.

### **9. Running Application Programmes: Microsoft Excel [9<sup>th</sup> - 11<sup>th</sup> week]**

**Objectives:** Identify the features of Microsoft Excel window; Entering and Correcting Data; Saving and Closing MS Excel Document; Navigation and Movement Techniques; Editing Cell Contents; Working with Ranges; Inserting Rows and Columns; Moving and Copying Data; Number Formats and Text Alignment; Creating and using Multiple-Sheet Workbook; Working with Functions and Formulas; Creating Chart Items; Formatting Chart Text; Single and Multiple Level Data Sorting; Sorting Options; Filtering a List; Printing Options.

### **9. Internet Applications and Services [12<sup>th</sup> week]**

**Objectives:** Explain the Internet structure/backbone, World Wide Web, Searching for material on the Internet; Discussing Internet security; URLs; Opening a web page; Using Hyperlinks to navigate; Using the Search button; Saving/printing information from the Internet; Making a web page available for offline use; E-mails.

## **B. GENERAL ORGANISATION**

- The course will take one full semester and will be taught in 2hours sessions at [Inert place here] eg. New ICT Centre, Library Extension-South Campus.
- During each session after the theory, emphasis will be laid on practical hands on experience.

## **C. ASSESSMENT**

Performance in the Course will be assessed on the following basis;

a) Coursework and assignment & quizzes	20%
b) End of Semester Practical Examination	50%
c) End of Semester Theory Examination	30%

## **D. BOOKS AND OTHER RESOURCES**

Some useful reference materials for the course are as follows:

1. Foley K. Sen K. & Morin C. (1998) *Information Technology: The Breaking Wave* Boston, USA: Irwin McGraw – Hill (Book & CD Rom).
2. Hutchinson, S. E. & Coulthard G. J. (2000) *MS Excel 2000* Boston USA: McGraw – Hill Irwin.
3. David O. Arnold Michel (1999) *Computers and Society* Boston USA: McGraw Hill
4. Kenneth C. Laudon & Kenneth Rosenblatt (1999) *Interactive Computing Series (Microsoft Windows 98)* Boston USA Irwin/McGraw-Hill,. To download student files visit [www.mmhe.com/cit/apps/laudon](http://www.mmhe.com/cit/apps/laudon)
5. Microsoft (1999) *Professor Teachers Microsoft Office 2000 plus 10 CD Tutorials set for office* California: Individual Software Incorporated) [www.individualsoftware.com](http://www.individualsoftware.com)
6. Williams B. K. and Sawyer Stacey (2001) *Using Information Technology: A practical introduction to computers and communication.* Boston: McGraw Hill.
7. Mereku and Akomolafe F. (1999) *Introduction to computing.* Accra: City Printers.

Additional reference books will be recommended including follow-up reading exercises for some units.