# COURSE FILE SUMMARY

## Course Information

| College / ~~Institute /~~ ~~Centre~~ | *Management and Technology* | Department | *Management Information Systems* |
|---|---|---|---|
| Programme Title | *Bachelor of Business Administration* | Programme Code | *E* |
| Course Title | *Intro. to Information Technology* | Course Code | *S111* |
| # hours | *2* **Lecture** | *2* **Lab/Tutorial** | *3* **Credit** |
| Pre Requisites : | *none* | | |

## Course Aim

*This course provides an introduction to business computer information systems. Concepts, components, and operation of computer systems are presented, including hardware, software, communication, networking and their integration into information systems. The student will gain hands-on experience working with microcomputer applications and programming.*

## Course Objectives

•*Define major trends in information technology as they relate to computerized information systems.*
•*Introduce the components of any computer system and how they function.*
•*Describe the meaning of software and its categories.*
•*Present the concept of computer communication and networking and its motives.*
•*Highlight major functional applications and impact of information technology (such as the Internet) on individuals, organizations, and society.*
•*Hands on experience working with Microsoft Windows XP (operating system), Word (word processor),and PowerPoint (presentation) on PC compatible microcomputers to solve a variety of businesses related problems.*

## Staff Requirements

| | Qualifications | Special Skills | Number |
|---|---|---|---|
| Lectures | *PhD in MIS, IT, or CS* | *Preferrably, broad knowledge of the IT field* | *1* |
| | | | |
| Tutorials | | | |
| | | | |
| Laboratories / Workshops | *B.Sc. in MIS, IT, or CS* | *In Depth understanding of MS Office* | *between 2 and 5* |
| | | | |

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## Lecture Schedule

| # | Lecture Week | Hrs | Description |
|---|---|---|---|
| 1 | 1 | 2 | Getting Started: Computer Systems, Software and Going Online |
| 2 | 2 | 2 | Information Technology Competency, IT yesterday, today, and tomorrow |
| 3 | 3 | 2 | Computer Categories, Computer System Capabilities |
| 4 | 4 | 2 | System Software and Application Software |
| 5 | 5 | 2 | Going Online: The Internet and Internet Applications |
| 6 | 6 | 2 | Inside the Computer: Analog, Digital and Binary –Numbering Systems |
| 7 | 7 | 2 | Mid Term Exam |
| 8 | 8 | 2 | The PC System Unit - Describing Processor and its Performance |
| 9 | 9 | 2 | Storage Technology |
| 10 | 10 | 2 | Data Communications |
| 11 | 11 | 2 | E-Commerce |
| 12 | 12 | 2 | Databases |
| 13 | 13 | 2 | Computer, Internet and system security |
| 14 | 14 | 2 | Information systems |
| 15 | 15 | 2 | Emerging technologies |
| 16 | 16 | 2 | Final Exam |

## Text Books

| Code* | Description |
|---|---|
| | *Computers: Information Technology in Perspective, 12th Edition by Larry Long and Nancy Long ,Prentice-Hall, Inc*<br>*http://www.prenhall.com/long* |

## Reference Books

| Code* | Description |
|---|---|
| | |

## Tutorial Schedule

| # | Tutorial Week | Hrs | Topic |
|---|---|---|---|
| 1 | 1 | | |
| 2 | 2 | | |
| 3 | 3 | | |
| 4 | 4 | | |

## Laboratory Workshop Schedule

| # | Laboratory Week | Hrs. | Code | Description |
|---|------|------|------|-------------|
| 1 | 2 | 2 | | *Introduction to Internet* |
| 2 | 3 | 2 | | *Introduction to Windows XP* |
| 3 | 4 | 2 | | *MS Outlook2007 – Introduction to MS Word 2007* |
| 4 | 5 | 2 | | *MS Word 2007* |
| 5 | 6 | 2 | | *MS Word 2007 (cont.)* |
| 6 | 7 | 2 | | *MS Word 2007 (cont.)* |
| 7 | 8 | 2 | | *Midterm Exam* |
| 8 | 9 | 2 | | *Movie Maker* |
| 9 | 10 | 2 | | *MS Power Point 2007* |
| 10 | 11 | 2 | | *MS Power Point 2007(Cont.)* |
| 11 | 12 | 2 | | *MS Power Point 2007(Cont.)* |
| 12 | 13 | 2 | | *MS Power Point 2007case* |
| 13 | 14 | 2 | | *Revision* |
| 14 | 15 | 2 | | *Final Presentation* |
| 15 | 16 | 2 | | |

## Computer Usage

*The computer is used in all lab sessions to learn how to use the Internet, Microsoft Windows, Microsoft Word and Microsoft Power Point*

## Grading and Assessment Method

| Week # | Points | Written | Oral | Term Paper | Continuous | Thesis | Computer Lab |
|--------|--------|---------|------|------------|------------|--------|--------------|
| 7 | 40 | *30* | | | | | *10* |
| 12 | 0 | | | | | | |
| 1-15 | 10 | | | | | | *10* |
| 16 | 50 | *40* | | | | | *10* |

**Prepared by** :                          **Approved by :**


Designation                               Designation

Name                                      Name        *Dr. Medhat Fakhry*

Sign                                      Sign

Date        *1/2/2008*                    Date        *1/2/2008*

## Reading Material

| Code* | Description |
|---|---|
| | *TB: The History of Computer*<br>*TB: The Computer on a Chip* |

\* TB : Text Book          RB: Reference Book          ST: Standards / Codes
LN: Lecture Notes

## Supplementary Material

| Code* | Description |
|---|---|
| | |

*PR: Periodical     SW: Software     VT: Video Tape     OS: Overhead Slide     MD: Model          AC: Audio Cassette

## Educational Resources

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