**MAKERERE UNIVERSITY**

**COLLEGE OF COMPUTING AND INFORMATION SCIENCES**

**EAST AFRICAN SCHOOL OF LIBRARY AND INFORMATION SCIENCE**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**Programmes :** Bachelor of Library and Information Science [BLIS 1]

**Course Name :** Information Technology I

**Course Code :** BLS 1111 **Credit Unit :** 04 CU

**Year of Study :** 2023/2024 **Contact Hours :** 60 CH

**Semester :** One **Consultation Time :** Week days 2-5pm

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CoCIS Block C, EASLIS Building, Ground Floor

**COURSE OUTLINE**

* 1. **COURSE CONTENT**

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| **Course Code** | BLS1111 |
| **Course Name:** | Information technology I |
| **Course Level:** | Year I, semester I |
| **Course Status:** | Core |
| **Credit Units:** | 4 |
| **Prerequisites:** | None |
| **Course Justification:** | BLS 1111 targets Library and Information Science students, the course is designed to provide learners with an opportunity to develop required Information technology skills and experience needed to effectively do Library and information work. The course also focuses on helping learners to develop skills for using Microsoft word and Power Point. It seeks to develop skills for improving online search and retrieval that are necessary for the students academic and professional success. |
| **Course Description:** | The course is designed to provide learners with practical skills on Microsoft word and email. This course also introduces learners to computer networks and the Internet. The course also explores issues of health and safety when using computers, and introduces students to online search and information retrieval. This will be made possible through selected readings, group discussions, practical, case studies and other activities. |
| **Course Aim:** | This course aims at providing learners with practical, hands-on experience of using computer applications to enable them acquire basic computer skills that are useful in information work. |
| **Learning Outcomes:** | By the end of this course, you should be able to;   1. Identify the various components of a computer system 2. Use Microsoft word 3. Use Microsoft PowerPoint 4. Create an e-mail account and use e-mail services 5. Explain health and safety issues when working with computers |
| **Detailed Course Content:** | **1.Introduction to computers**  Meaning of: computers, Information technology, information systems, data and information, the digital firm/organization, interdependence between organizations and Information technology, functions of an Information System, the benefits and opportunities of using information technology, stages of evolution of computers and IT infrastructure, types of computers, Computer components: hardware and Software, Computer ports, challenges of managing IT infrastructure in organizations.  **2.Introduction to Windows Operating Systems and Word processing software**  Windows operating system interface, navigating windows, starting applications, adjusting computer settings, user accounts, keyboard shortcuts in windows, common applications in windows: web browsers, media, mail and calendar, one note, maps, parts of a window, resizing windows, shutting down, restart and sleep mode, working with files and folders, moving and deleting files, renaming files and folders, file naming convention, selecting multiple files, selecting all files, shortcuts, finding files, searching for files, cut, paste, undo, the menu bar,  What is Microsoft Word, Creating documents, add and edit text, find and replace text, check grammar and spelling, show word count, insert and remove hyperlinks, bulleted and numbered lists, change line spacing, apply styles and themes, Formatting text, Layout pages: change margins, insert columns, change page orientation to landscape and portrait, add a border to a page, insert a header or footer, insert page numbers, insert a page break, Insert tables, pictures and watermarks, wrap text around a picture, Share and coauthor documents: share a document, collaborate on word documents, insert or delete comment, track changes, accept tracked changes, convert or save to pdf, print a document, print an envelope, print labels, print labels for a mailing list.  **3.Introduction to Ms. PowerPoint**  Planning your presentation: preparation of content and delivery, structure of the presentation, focus, practice, what is Power point, create a presentation, choosing the right view for the task, Slides and layout, slide master, add, rearrange, duplicate and delete slides, apply a slide layout, add color and design to your slides with themes, using templates, Inserting and formatting Text, tables, pictures and graphics, word art, Present slide shows, Animation, video and audio, Share and coauthor: add, hide, delete comments in a presentation, share your presentation with others, save a presentation as a video, inspect a video and convert the presentation into Pdf and webpages, add speaker noted to your slides, rehearse and time the delivery of a presentation, record a slide show with narration and slide timings. Print power point slides, notes and handouts.  **4.Introduction to internet and the world wide web**  What is the Internet? History of the Internet, how is the Internet governed? Internet Infrastructure, Internet protocol suite, Applications and services, What is the world wide web, History of the world wide web, web browsers, web pages, web site, world wide web standards, URLs, search engines, http, https, domain name system, IP addressing, How do we connect to the Internet, what is a search engine, how to use a search engine to find information, email basics, What email is, how to set up an email account, Some basic email features , How to compose and send an email, managing emails, email security, email etiquette, Evaluating Online Information.  **5.Health and safety when working with Computers** Meaning of Computer safety, Computer ergonomics, Computer safety: hardware safety: Physical security, fire protection, software safety: viruses, piracy, data safety: encryption, authentication, backup, General working environment, Repetitive Strain Injury (RSI), Back and neck problems, Eyestrain, Ozone irritation, Preventive guidelines: monitor configuration, keyboard and mouse configuration, chair configuration, preventive exercise. **6.Information Technology and Society**  The information society, social and technological issues surrounding the introduction of information technology (IT) into everyday life, IT and the future of LIS work, IT and Information overload |
| **Mode of Delivery:** | By use of lectures, practical (hands on practice), self-directed learning, Tutorials & OdeL |
| **Mode of Assessment:** | Continuous Assessment (Tests, Group work, Presentations) 30% - Final Examinations (70%) |
| **Learning Materials:** | 1. Brohi et al., (2020) Key applications of state-of-the-Art technologies to mitigate and eliminate COVID-19 Available at [https://www.techrxiv.org/articles/Key\_Applications\_of\_State-of-the Art\_Technologies\_to\_Mitigate\_and\_Eliminate\_COVID-19\_pdf/12115596 2](https://www.techrxiv.org/articles/Key_Applications_of_State-of-the%20Art_Technologies_to_Mitigate_and_Eliminate_COVID-19_pdf/12115596%202).   2.Englander, Irv; Wong, Wilson. (2021). The Architecture of Computer Hardware, Systems Software, and Networking: An Information Technology Approach. John Wiley & Sons available at https://books.google.co.ug/books?id=OkcgEAAAQBAJ&lpg=PP1&pg=PP1#v=onepage& q&f=true  3.Lawrence Snyder (2007). Fluency with information technology: Skills, Concepts and Capabilities. 3rd Ed. Massachusetts: Addison Wesley.  4.Qusay F. Hassan, "Introduction to the Internet of Things," in Internet of Things A to Z: Technologies and Applications, IEEE, 2018, pp.1-50, doi: 10.1002/9781119456735.ch1.  5.Salam A. (2020) Internet of Things for Sustainable Community Development: Introduction and Overview. In: Internet of Things for Sustainable Community 29 Development. Internet of Things (Technology, Communications and Computing). Springer, Cham. <https://doi.org/10.1007/978-3-030-35291-2_1>  6.Shelly, G.B., Cashman, T.J. and Vermaat, M.E. 2007. Discovering computers: a guide to information age. Boston: Thompson.  7.WuHe; Zuopeng (Justin)Zhang Wenzhuo. (2021). Information technology solutions, challenges, and suggestions for tackling the COVID-19 pandemic. International Journal of Information Management Volume 57, April 2021, 102287 available at <https://www.sciencedirect.com/science/article/pii/S0268401220314869> |
| **Facilitator(s):** | Ms. Muzaki Faridah |

* 1. **TEACHING AND LEARNING PATTERN**

Teaching and learning will be through:

1. Lectures
2. Lab Sessions/Practical
3. Individual Assignments
4. Group Assignments

* 1. **ASSESSMENT METHODS**

1. **COURSEWORK – 30%**
2. Individual Assignment (05%)
3. Class Attendance, Participation & MUELE visibility (05%)
4. One Test (10%)
5. One Group Work (10%)
6. **FINAL EXAMINATION – 70%** 
   1. **POLICIES**
7. **Policy on Coursework**
8. All course works should be submitted before the end of Semester Examinations
9. No late assignments will be accepted
10. University Policy on Plagiarism will strongly be implemented.
11. **Examination Policy**

Makerere University Rules and Regulations governing Examinations will apply

* 1. **RESOURCES**

Each student should have a personal computer

* 1. **INDICATIVE REFERENCES**