



University of Sri Jayewardenepura
Faculty of Management Studies and Commerce
Department of Information Technology

ITC 1340: Introduction to Information Technology
Year I Semester I

Course Outline

Academic Year	2019/2020		
Programme Name (s)	Management Common Programme		
Course Status	Core		
Prerequisites	None		
Credit Value	03 Credits (150 Notional Hours)		
Hourly Breakdown per semester	Lectures	Practical/Tutorials	Independent Learning
	45	30	75
Meetings (Lectures, Practical / Tutorials)	Lectures at Lecture Hall (2 Hours per week) Lectures at ITRC Labs (4 Hours per week)		
Course Coordinator	Mr W.D.N.Prasad		
Lecturer (s)	Dr. P.D.K.A. Kumara Mr C.R.Peiris Mr D.J. Punchihewa Mrs J.N. Jayasinghe Mr P.H.A.B. Shantha Mr W.D.N.Prasad Ms K.P.K.H. Silva Ms G.D.T.D. Chandrasiri Ms P.A. Deyalage		

Ms E.S.I. Senarathne

Mr W.W.C.S. Witharana

Ms G.K.M. Lakmali

Ms U. Wickramasinghe

Mr A.M.A.N.P.W.M.R.P.D.B. Athurupane

Course Description

This is an introductory level course consisting of both basic theory and practice relating to information technology. The theoretical module includes: Introduction to computers, computer hardware, computer software, and computer networks and the Internet. The practical module provides the knowledge and operational skills in word processing software, spreadsheet software and online communication technologies which are frequently required in an organizational environment

Intended Learning Outcomes (ILOs)

By the time students finish the course, they should be able to,

- ILO1: Identify the fundamental operations of a computer and its hardware components with their functions.
- ILO2: Provide the essential knowledge in using software.
- ILO3: Provide the essential knowledge in computer networks, Internet and World Wide Web.
- ILO4: Possess the skills on preparing professional documents
- ILO5: Possess the skills on using spreadsheets for business and financial calculations.

Methods of delivery

Blended (In person assisted by LMS and other online resources)

Methods of assessing ILOs

Practical examination, activities and end of semester examination

Required Text

- Courseware on LMS (<http://lms.mgt.sjp.ac.lk>)
- Microsoft Imagine Academy Courseware (<http://imagineacademy.microsoft.com>)
Your SJP student email (in the form 12345@mgt.sjp.ac.lk, where 12345 is your MC number) will be required to login to this service.
- Understanding Computers: Today & Tomorrow, Comprehensive, 14th Edition
Deborah Morley –College of the Sequoias

Course schedule

Session	Topic/Subtopics	Recommended reading
1	Introduction to Information Technology Applications of Computers What is a computer?	Understanding Computers: Today & Tomorrow, Comprehensive, 14th Edition Deborah Morley Chapter 1
2	Introduction to Information Technology Computer generations Computer types	Chapter 1 of above
3	The System Unit: Processing and Memory Digital data representation Activity 2.1	Chapter 2 of above
4	The System Unit: Processing and Memory Processing hardware and memory	Chapter 2 of above
5	Storage Storage system characteristics Secondary storage devices	Chapter 3 of above
6	Input and Output Input devices: Keyboard, Mouse etc. Output Devices: Monitor, Printer etc.	Chapter 4 of above
7	System Software Difference: System software and Application software Operating System and its main functions	Chapter 5 of above
8	System Software Types of operating systems and utility	Chapter 5 of above

	programs	
9	Application software Software ownership rights Software licensing Application software types	Chapter 6 of above
10	Computer Networks What is a network and a computer network? Applications of networks	Chapter 7 of above
11	Computer Networks Types of networks Networking hardware	Chapter 7 of above
12	Internet & World Wide Web History and evolution of Internet Connecting to Internet	Chapter 8 of above
13	Internet & World Wide Web Beyond Internet and Email Censorship and privacy issues	Chapter 8 of above

Course Schedule - Practical

Lab sessions		
Session	Topic/Subtopics	Recommended reading
1	Introduction Usage of computer and other peripheral devices in a network environment. Usage of cloud resources, systems, (Google drive, One drive, LMS, MS resources etc). Introduction to application software	Manual, Online resources Each session includes 02 activities. 01 for in class discussion and 01 for self-study
2	Word processing using MS Word Usage of MS-Word as effective documentation tool.	
3	Word processing using MS Word Graphics, templates and layouts.	
4	Advanced tools in word processing Tables, Tabs, captioning, cross referencing	
5	Merging, mail merge and related applications	
6	Working with large documents Referencing, Reference tab, Citation and Bibliography	
7	Working with large documents TOC, sections, section settings, Citation and Bibliography	
8	Review and editing a document	
9	Collaborative word processing systems	
10	Review session	
12	<i>Word processing solution development – self-study activity</i>	Case study
13	Introduction to spreadsheets	Manual, Online resources Each session includes 02 activities. 01 for in class discussion and 01 for self-study
14	Formulas and applications of spreadsheets	
15	Data presentation using charts	
16	Logical functions and its applications in spreadsheets	
17	Applications of Functions library in excel	
18	Data validation and conditional formatting	
19	Perform data analysis tools for large data sets - sort,	

	filter	
20	Perform data analysis tools for large data sets - pivot tables	
21	Interactive data presentation using spreadsheets (dashboard, sliders, sparkline)	
22	Collaborative spreadsheet applications	
23	Review session	
24	<i>Spreadsheet solution development – self-study activity</i>	Case study
25	Practice session	
26	Practice session	

Grading procedure

Grades in this course will be based on the following assessment method:

<u>Assessment methods</u>	<u>Weight</u>
Activities	10
Practical Exam	30
End Semester Examination	60
Total	100

Course policies

Attendance

Students are expected to attend lectures every week. It is the responsibility of any student who is absent to refer and catch-up any missed sessions before participating the next lecture session. The acceptable ratio of attendance for this course, is the default for 1st year courses of the Faculty, i.e. 80%. If you are absent from lectures due to any extenuating circumstances such as illnesses, any requests supported by documents such as Medical certificates should be directly handed over to your course lecturer before the last week of lectures. Students who's attendance is less than 80% and have not submitted any appeals as mentioned above are at the risk of not receiving admissions to sit for the final paper.

Information and announcements

The main source for All course related announcements is the course LMS. Students are advised to check it weekly.

Academic integrity

Students are expected to maintain to high standards in honesty and ethics in all course related academic activities. Activities which are considered unethical include but not limited to signing for others in attendance, copying / plagiarizing using others assignments or the Internet. Violators will be dealt with using existing Faculty and University rules and regulations with regard to such acts of academic misconduct.

Classroom discipline

Students are expected to collaborate with the lecturer to keep the classroom a stimulating learning environment. Behaviors such as chatting with others during lecture sessions may affect other's learning opportunities. Phones should be kept on silent mode at all times. Unless you are explicitly indicated to do so, you should refrain from accessing websites/Internet during lecture sessions.

Cancellation Policy

Generally, the course lecturer will strive to conduct all sessions. If for any unforeseen circumstances the lecturer cannot conduct the session, a replacement lecturer will conduct the session. If the session cannot proceed due to any other reason, every effort will be made to inform the students of such changes via the LMS (Top of the course).

Students with special needs

Students are identified as the students with special needs by using the information provided by student counselors and the University healthcare center. If needed, please make sure to meet the student counselor assigned and the officials in the University healthcare center for necessary steps. Depending on the information provided by them, certain adjustments to the normal procedures may be made for the benefit of them.
