

(CS-106) Introduction to IT

Pre-Requisites: None

Learning Objectives

This course will introduce students to the foundations of information technology and provide them an understanding of how IT can be used as useful tool for performing the daily operations in various government settings. It will help students to understand the meaning and application of common words and phrases associated with computers and information technology.

Learning Outcomes:

After completing the course, students should be able to:

- Explain information technology and understand its role in the workplace.
- To develop a comfort level with and an understanding of information technology from a public sector's perspective.
- Be able to explain basic concepts used in information technology from a manager's, government official and political representative perspective.
- Debate and understand the social and economic implications of widespread use of the information technology.
- Be able to operate selected computer based application packages such as spreadsheet, word processing, web page authoring tools, multimedia & presentation tools and blogging in a variety of governance and social settings
- Know to do research on the Internet, model and analyze decisions using a spreadsheet, and extract information from relational databases.

Course Contents:

Basic IT concepts, MS Office Package (Word Processing, Presentation tool, Spread sheets, Databases), Blogging, Web page authoring tools.

Text Books and Software:

1. Discovering Computers 2010 – Living in a digital world by Shelly &Vermaat, Cengage Learning, Pakistan Ed.
2. Sams teach yourself office 2007 or 2010. James A. Senn Information Technology in Business, Second Edition (2003)
3. Peter Norton, Introduction to Computer, Sixth Edition (2005)