

# Course Goals, Scope & Sequence

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## Course Name:

IST195 Information Technologies

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## Context and Intended Population:

### *Course Description*

This course is an introduction to information technologies. The main focus of this course is the study of technologies and techniques deployed in the management of information using computers.

### *Audience*

This course is for freshmen or transfer students in their first semester of the undergraduate program at the School of Information Studies. It is intended to provide a basic overview of information technology concepts and business applications.

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## Course Goals:

### *Course Objectives and Learning Outcomes*

#### **The goals of this course are to:**

1. Familiarize the students with a variety of information technologies and their applications
2. Understand the roles of technology in representing, presenting and manipulating information
3. Develop the skills and techniques required to use a computer for information management
4. Obtain an understanding of the technical aspects and implementation of personal computer systems

#### **At the end of the course the student will be able to:**

1. Articulate the uses of various computer applications in organizational settings
2. Use a variety of information technology tools for personal productivity
3. Explain the basic features and uses of information systems in business
4. Explain the various components of a personal computer
5. Determine basic requirements of a computer for a user
6. Demonstrate an understanding of the basic components of computer networks.

## Course Structure

This calendar outlines the topics that will be covered during the course of the semester. It also contains the reading assignments from the text and the due dates for all assignments, labs and exams. As per the course outline below, the units will be taught using a combination of readings, lectures, group discovery work, individual lab work, 4 individual comprehensive assignments, and 3 cumulative exams.

Week	Monday	Wednesday	Friday	Sunday
<b>1</b>	<b>Aug 25</b> TOPIC: Introduction to Information Technology READING: Ch. 1	<b>Aug 27</b> TOPIC: Hardware READING: Ch. 5 Hardware	<b>Aug 29</b> LAB Intro to Computing	<b>Aug 31</b>
<b>2</b>	<b>Sep 1</b> Holiday NO CLASS	<b>Sep 3</b> TOPIC: Hardware READING: Ch. 6 Hardware	<b>Sep 5</b> LAB Hardware	<b>Sep 7</b>
<b>3</b>	<b>Sep 8</b> TOPIC: Hardware READING: Ch. 4 System	<b>Sep 10</b> TOPIC: Operating Systems	<b>Sep 12</b> LAB Systems	<b>Sep 14</b>
<b>4</b>	<b>Sep 15</b> TOPIC: Internet READING: Ch. 2 Internet	<b>Sep 17</b> TOPIC: Internet	<b>Sep 19</b> LAB Internet	<b>Sep 21</b>
<b>5</b>	<b>Sep 22</b> TOPIC: Business Information Systems READING: Ch. 11 Information	<b>Sep 24</b> TOPIC: Desktop Publishing	<b>Sep 26</b> LAB Desktop Publishing	<b>Sep 28</b> EXAM 1 (Hardware, OS, Web)
<b>6</b>	<b>Sep 29</b> TOPIC: Presentations READING: Ch. 3 Application	<b>Oct 1</b> TOPIC: Multi-Media	<b>Oct 2</b> LAB Presentations	<b>Oct 5</b> ASSIGNMENT 1 Internet Searching
<b>7</b>	<b>Oct 6</b> Holiday NO CLASS	<b>Oct 8</b> TOPIC: Photoshop	<b>Oct 10</b> Holiday NO CLASS	<b>Oct 12</b>
<b>8</b>	<b>Oct 13</b> TOPIC: Web Design READING: Ch. 7 Telecommunications	<b>Oct 15</b> TOPIC: Web Design	<b>Oct 17</b> LAB Web Design	<b>Oct 19</b>
<b>9</b>	<b>Oct 20</b> TOPIC: Web Design (tables, style sheets)	<b>Oct 22</b> TOPIC: Web Design (effective design practices)	<b>Oct 24</b> LAB Web Design	<b>Oct 26</b>
<b>10</b>	<b>Oct 27</b> TOPIC: Spreadsheets READING: Ch. 8 Files	<b>Oct 29</b> TOPIC: Spreadsheets	<b>Oct 31</b> LAB Spreadsheets	<b>Nov 2</b> EXAM 2 (BIS, DTP, PPT, HTML)
<b>11</b>	<b>Nov 3</b> TOPIC: Databases READING: Ch. 9 Challenges	<b>Nov 5</b> TOPIC: Databases	<b>Nov 7</b> LAB Databases	<b>Nov 9</b> ASSIGNMENT 2 DTP, Web Design
<b>12</b>	<b>Nov 10</b> TOPIC: Databases READING: Ch. 10 Promises	<b>Nov 12</b> TOPIC: Databases	<b>Nov 14</b> LAB Databases	<b>Nov 16</b>
<b>13</b>	<b>Nov 17</b> TOPIC: Programming READING: Appendix Software Development	<b>Nov 19</b> TOPIC: Programming	<b>Nov 21</b> LAB Programming	<b>Nov 23</b> ASSIGNMENT 3 Spreadsheets
<b>14</b>	<b>Nov 24</b> TOPIC: Programming	<b>Nov 26</b> Holiday NO CLASS	<b>Nov 28</b> Holiday NO CLASS	<b>Nov 30</b>
<b>15</b>	<b>Dec 1</b> Group Presentations	<b>Dec 3</b> Group Presentations	<b>Dec 5</b> Group Presentations	<b>Dec 7</b>
<b>16</b>	<b>Dec 8</b>	<b>Dec 10</b> EXAM 3 (SS, DB, VB) ASSIGNMENT 4 Databases	<b>Dec 12</b>	<b>Dec 14</b>