

**Application of Information Technology**

<b>Course Title</b>	Application of Information Technology		
<b>Course Code</b>	INF101B	<b>Course Type</b>	General Education Required Courses
<b>Credit</b>	3	<b>Contact Hours</b>	45
<b>Prerequisites</b>	None	<b>Co-Requisites</b>	None
<b>Duration</b>	15 weeks	<b>Class Type</b>	Lecture

SolBridge GACCS Objectives	%	Learning Objectives
1. Global Perspective	10	1. View and experience both the realities of applying existing Information technology and, creative application of evolving technologies to future business purposes. 2. Improve the students' skills in using information technology applications for the workplace, the course.
2. Asian Expertise	10	
3. Creative Management Mind	60	
4. Cross Cultural Communication	10	
5. Social Responsibility	5	

**Course Description**

This course will focus on creative management with global and Asian business applications. Teams, comprised of multiple nationalities, will provide cross cultural experience. These course objectives will be addressed by giving the students an opportunity to view and experience both the realities of applying existing Information technology and, creative application of evolving technologies to future business purposes.

To improve the students skills in using information technology applications for the workplace, the course will include basic MS Word Suite applications training supported by free tutorials from <http://www.gcflearnfree.org/office2007> . Students will be evaluated on their ability to create weekly "IT in business" reports and, progress and final reports on their selected cases

**Learning and Teaching Structure**

The course will be taught as a mixture of MS Suite training lectures and tutorials, current IT technology research and, hands on case exercises. Important strategic concepts will be introduced via instructor briefings, and discussion on the student's case study. After completing the individual tutorials, the class will be divided into groups. You will work in teams of five people.

Each group will work on implementation and operation of Sage business application software (provided by the instructor). The cases will begin following the MS Suite training and, the students will submit associated output (weekly meeting and status reports) from the software (using word processing, presentation and spreadsheet software) to evidence the level of success with the case. In addition the team will prepare a final, non-graded, report on their experience. The report should include their definition of the case, their experiences in working through the case with the software and, peer evaluations of the team members.

Assessment	%	Text and Materials
Attendance	20	No required text
Individual MS Office topics	40	
Final Status and Meeting reports	40	

**Course content by Week**

1	Course outline and Introduction to the application of technology in business.
2	MS Word tutorial including Text Basics, Proofing Features, Modifying Page Layout Working with Headers and Footers
3	Excel: Creating Complex Formulas Working with Basic Functions Sorting, Grouping, and Filtering Cells Creating Pivot Tables
4	Power Point: Text Basics Working with Lists Working with Charts Animating Text and Objects; Topic - My Family
5	Project planning showing task dependencies, progress and time lines; Topic - My course schedule to graduation
6	Form teams, Introduction to Sage software, Example of expected research and Selection of students for following week presentation.
7	Installation of associated software on the student's PC
8-14	Sage meeting and Status reports
15	Final reports presentation and submission