CSC 1100 COMPUTER LITERACY (CU 4)

In this course, students are to learn about the basic organization, concepts and terminologies in a computerized environment. They are also to get an in depth understanding of common computer applications. The use of related applications in

different operating systems will be explored

The aims of the course unit are to:

• Equip students with basic know ledge about computer organization;

• Equip students with skills of using common office applications;

• Expose students to different operating systems;

• Equip students with skills of how to use the Internet; and

• Equip students with knowledge about common text editors in different operating systems.

**LEARNING OUTCOMES:**

Students should be able to;

On completion of this course unit, the students will be able to:

• Describe the different parts of a computer;

• Describe the historical evolution of computers;

* Competently use the common office applications in at least two operating systems and;
* Competently use common text editor in at least two operating systems

INDICATIVE CONTENT:

Intellectual, Practical and Transferable Skills

Teaching will be in terms of lectures and laboratory demonstrations/practicals

General computer organization, Historical perspectives of computing, C ommon Microsoft office packages, Office packages in other operating systems, Text editors, Common Linux commands.

METHODS OF DELIVERY:

Use of face to face sessions in form of lectures, tutorials, student study groups, use of study materials, seminar presentations, hands on computer.

Using the web.

MODE OF ASSESMENT:

The assessment method is structured to include coursework and final examination. Coursework consists of written assignments, practicals and tests. This course in the programme shall be assessed on the basis of course w ork and final examination represented as follows:

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| Course work assessment | 40% |
| Final Examination | 60% |
|  | 100% |

The minimum mark required to pass is 50%, this includes course work and final examination.

This course in the programme is allowed a maximum of three hours for final examination.

READING LIST:

1. *Computer Literacy by John Preston, Robert Ferrett and Shelly Gaskin*, 2007
2. *Practical Computer Literacy by Jelne Janrich and Dan Oja,*

2001