#### MET 1103 Introduction to Computing (4 CU)

**Description**

This is an introductory course to computers. Major topics covered include; hardware, operating system and communication using computers.

**Objectives**

The course will help the students to achieve the following objectives

* Describe the computer and its processes
* Understand how to search for information on internet
* Apply the different Microsoft office applications in meteorological data processing

**Learning outcomes**

By the end of the course, the student should be able to:

* Explain the uses of the input, processing and output devices
* Understand the application of internet as a channel for communication
* Enter Meteorological data in a computer using word processing or spreadsheet software

**Intellectual, Practical and transferable skills**

* Creative and innovative
* Problem solving
* Analytical
* Communication

**Teaching and learning patterns**

* Use of practical examples
* Class discussions
* Lectures
* Group presentations

**Indicative content**

* Introduction to computers: classification of computers, types of computers, computer architecture, input/output devices, the clock, ports, main and secondary memory, central processing unit.
* File management and windows operating system: access to the internet and library facilities.
* Introduction to word processing and use of spreadsheet programs.
* Application of computers in meteorology, data collection, organization, processing, archiving, retrieval and exchange.

**Assessment Method**

The assessment method is structured to include course work, and final examination. Course work consists of assignments, reports, practicals and tests and accounts for 40% of the final grade. The final examination will account for 60% of the final grading

**Core Reference materials**

# Tukamushaba E & Moya M (2007): Practical Approach to ICT (available in Departmental of Geography Book Bank)

# Kathy Ivens & Thomas Barich (1997): How to use Microsoft Office’ 97, *Ziff- Davis Press*

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**Online Resources**

# http://www.internet4classrooms.com

# Microsoft Office Suite manual (usually for all Microsoft packages)