

# MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY

## CSC 109: COMPUTER APPLICATIONS

### Purpose

This course explains the importance of learning about computers, the types of computer systems and their components, the principles by which computer systems work, and the practical applications of computers and related technologies.

### Objectives

At the end of the course, the student should be able to understand and to use the features of:

- Modern windows operating system
- modern word processing software to create and control the lay-out of documents such as essays, reports, theses, letters and CV's
- Spreadsheet software to organize numerical data, perform calculations on the data and present the data graphically.
- Database software to design a database to find particular groups of data, and design reports to present selected data in meaningful ways.

### Content

1. Introduction to **operating system environment**;
2. **Word processors**: creating documents, editing and formatting, printing;
3. **Spreadsheets**: creating worksheets, workbooks, and data entry and data presentation;
4. **Databases**: designing a database, finding data, creating forms, queries and reports;
5. **Presentation software**: creating slides, animations, slide shows.
6. **The Internet**-The History of the Internet; Internet Services; Pros and Cons of the Internet;

NB: Students shall take laboratory sessions in all the above applications.

### Teaching Methodologies;

- Lectures, Exercises, and group presentations.

### Methods of Evaluation

1. Continuous Assessments
  - Tests 10 %
  - Lab practical (s) 20 %
2. End of Semester Exam 70 %

### References:

- Stallings Hutchinson Sawyer: Computers –The user perspective (1988), Times mirror
- Wang, W and Parker R C.(2002) office 2000 for windows, New York, Microsoft
- Relevant internet materials