

**MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**Diploma in Criminology and Social work**

**Course code and title: DCR 053– Computer Applications**

INSTRUCTOR:

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**LECTURE TIME:** FRID 9 am – 12pm ; **ROOM:** FHS 104

**Purpose**

The purpose of the course is to introduce the students on the basics of operating system and work with various computer applications.

**Course Objectives:**

At the end of the course, the student will:

- Be able to understand basic operation of computer system
- Be able to distinguish the various operating systems
- Be able to work with word documents, presentation, databases, and spreadsheets and use the Internet.

**Course content:**

1. Introduction to Computers:
  - ✓ Meaning of computers;
  - ✓ History of computers
  - ✓ Generation of computers
  - ✓ Types of computers;
  - ✓ Importance and limitations of computers
2. Computer Hardware;
  - ✓ Basic Computer organization;
  - ✓ Input /Output hardware;
  - ✓ Processor: CPU, Control unit, ALU
  - ✓ Memory and secondary storage
3. Introduction to computer Software
  - Definitions
  - Types of computer software
  - Operating system

- basic terms, types, functions of operating system, working with drives, directories, and Ms DOS; Windows; Functions of Operating Systems;
- Assignment 1
- 4. Word processors
  - Basic terms, word processing features, types, formatting tools, Editing features; Language tools, Working with Lists, Tables, Mail merge, Images; and saving documents
  - Assignment 2
- 5. Spreadsheets
  - Basic terms, spreadsheet features, types, Data types, creating workbook; formatting and editing tools, working with Formula, Functions, Graphs, Formatting; and saving excel files
  - Assignment 3
- 6. Databases
  - Basic terms, Databases features, types, database objects: tables, queries, forms, Reports, Macros, SQL statements, Relationships; and saving databases;
  - Assignment 4
- 7. Presentations
  - Basic terms, presentation features, types, creating a presentation, formatting tools, Working with text, graphics and sound and saving documents;
  - Assignment 5
- 8. The Internet
  - ✓ The History of the Internet; Internet Services; Pros and Cons of the Internet;

**Teaching Methodologies;**

- ✓ Lectures, Exercises, and group presentations.

**Methods of Evaluation**

1. Continuous Assessments
  - Tests 20 %
  - Assignments 20 %
2. End of Semester Exam 60 %

**Reference**

- 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