**MAKERERE UNIVERSITY BUSINESS SCHOOL**

**FACULTY OF COMPUTING AND INFORMATICS**

**DEPARTMENT OF APPLIED COMPUTING AND IT**

**PROGRAMME: Higher education certificate in business studies COURSE CODE: HEC 104**

**COURSE UNIT:  COMPUTING SKILLS**

**SEMESTER:** ONE

**ACADEMIC YEAR**: 2023/2024

**LECTURERS: CAROL ATUHAIRE, KENEDY TURYASINGURA**

**CREDIT UNITS : 3**

**Course Description**

The aim of course is to develop the necessary skills in the use of information technology, mainly in software applications and internet browsing. These skills are crucial in helping students to complete assignments, produce professional presentations, and achieve success in the workplace.

**COURSE OBJECTIVES:**

1. To equip the students with theoretical knowledge in basic computing Concepts
2. To Expose students to Current ICT trends
3. To help students understand the importance of Social Media
4. To enable students to understand the Internet and its importance
5. Equip students with relevant practical computer-based competencies in the business and corporate world (Be able to use a computer

**Learning Outcomes**

By the end of this course students should be able to:

a) Explain the basic concepts of information technology and computing

b) Use a computer

**c)** Competently use Microsoft Word and Microsoft PowerPoint to generate Professional documents and presentations for business and the corporate world. These include; Application letters, CVs (Resume), etc.

**COURSE CONTENT**

|  |  |
| --- | --- |
| **WEEK (S)** | **TOPICS** |
| **1-3(9 HRS)**  **4-8 (15 HRS)**  **9-10 (6 HRS)**  **11 (3 HRS)**  **12-13 (6 HRS)** | 1. **Foundations of computing**  * Evolution of Computer and Information Technology * Computer and its components * Use of computers * Computer software (Understanding computer operating system   Operating system fundamental (introduction to common operating systems like Microsoft windows, Linux, etc.))   * Computer architecture  1. **Overview of computer operations and file management**  * An overview of Microsoft Windows Environment * How to start a PC. * Desktop items. * Start-up button and task bar. * Microsoft window (title bar, open, close, restore). * Folders/Files operation * Searching files. * Control panel. * Compressing files/folders and decompressing folders. * Keyboard Skills and typing Tutor   **Overview of Keyboard navigation:**   * New page (Ctrl+N) * Next page (Ctrl + Page Down) * Previous page (Ctrl + Page Up) * Start of Line (Home) * End of line (End) * Start of Document (Ctrl + Home) * End of Document (Ctrl + End) * Move insertion point (Left, Right, Up, Down arrows) * Page Down (Page Down)     **Word processing;**   * Typing * editing * formatting * saving * Printing documents.   **Spreadsheets; Hands-on using Microsoft Excel**   * Working with spreadsheets * Creating Chats, Sorting and filtering data.   **Presentation; Hands-on using PowerPoint**   * Principles of designing good presentation * Starting a presentation application * Creating and running slides * Using design templates * Test input and Slide show effects   Animations   1. **The Internet/ The Web**  * Internet technologies and applications. * Forms of Internet * Search engines * Opportunities the Internet offers businesses/ * Digital Opportunities in the digital World: New professions in the digital World.      1. **Mobile Technologies**  * Online Privacy * Ethical considerations   Cyber laws, regulations and standards   1. **Social Media**  * Types of social media * Why social media is important  1. **ICT Business Trends:**  * The internet of things * Intelligent things * Mobile Apps**;** Popular types/Categories and Examples of business App * Cloud Computing**:** Definition, Pros and Cons, Application, Examples, and factors to consider when choosing cloud computing. |
| **Coursework one** | Theory (From Topic 1 and Topic 3) |
| **Coursework Two** | Practical ( Word, PowerPoint ie Topic 2) |
| **14** | **Revision** |
| **15-** | **Examination period** |
|  |  |

**TEACHING METHODS**

Straight lectures, class presentations, discussions, and practical demonstration

**ASSESSMENT:**              Coursework(s)                                  30%

                   End of year examination                       70%

**100%**

**Reference Books/Materials**

1. *Nyeko and Moya, ICT in Business Second Edition 2013*
2. *Englander (2009), The Architecture of Computer Hardware, Systems Software, & Networking an Information Technology Approach 4Th Ed.*
3. *Milan, Milenkovic Operating Systems, Concepts and Design. (2nd ed.). Tata McGraw Hill.*
4. *Buenaflor, ISO 9126 Software Quality Characteristics 2017.*
5. Craig (2009), *The History of the Internet in a Nutshell*
6. ProfitableVenture.com (2019), *Top 40 Internet Business ideas & Opportunities in 2019.*