**MAKERERE UNIVERSITY BUSINESS SCHOOL**

**FACULTY OF COMPUTING AND INFORMATICS**

**DEPARTMENT OF APPLIED COMPUTING & IT**

**ACADEMIC YEAR 2025/2026 - SEMESTER I**

**COURSE OUTLINE**

**PROGRAM: DIPLOMA IN COMPUTER SCIENCE**

**YEAR OF STUDY: I**

**COURSE NAME: COMPUTER LITERACY**

**COURSE CODE : DCS1105**

**CREDIT UNITS: 4**

**CONTACT HOURS: 60**

**FACILITATORS: Mr. Benedict Ogot & Mr. Kennedy Turyasingura**

**Brief Description:**

Computer literacy is the knowledge and ability to use computers efficiently and effectively. It is assumed that most students will have interacted with computers before, but still lack an appreciation of the way the computer actually works. This course is designed to help the students understand how a computer works and to be able to use advanced features of the common application programs. It will be fundamental in aiding the students with the skills to use the computer and related gadgets to search for and document information as well as to enable smooth digital communication.

**Course Objectives:**

The aim of this course is to:

1. Equip students with skills to use the computer to develop documents that can include presentations, assignments, academic articles, research papers, and reports
2. Equip students with skills to differentiate between the different components of a computer system like the hardware and software.
3. Expose students to the basic concepts of computer usage e.g. file management, security, safety, and maintenance.
4. Provide students with knowledge to assemble the various computer components and perform basic installations.

**Learning Outcomes**

On completion of the course, the student will be able to:

1. Us e the computer to develop documents that can include presentations, assignments, academic articles, research papers, reports, e.t.c.
2. Differentiate between the different components of a computer system like the hardware and software.
3. Apply advanced features of the Microsoft office suite programs e.g spreadsheets, presentations, databases and web browsing and communications.
4. Implement basic concepts of computer usage e.g. file management, security, peripheral gadget set-up, safety and maintenance.
5. Assemble the various computer components and perform basic installations.

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| **SN** | **Topic** | **Hours** | **Weeks** |
| **1.** | **Introduction to Computer Literacy*** Computer Ethics
* Computer Risks
* Health issues related to computer use.
* Computer Laws
 | 8 | 1,2 |
| **2.** | **Databases*** Tables, forms, reports
* Retrieval, querying
* Macros
* Linkages and relationships
 | 12 | 3,4,5 |
| **3.** | **Spreadsheets*** Enhancing productivity, cells, and worksheets
* formulas, functions, macros, formatting
* charts, Add-ins, and analyzing financial and statistical data
* import/exports, linkages with external databases.
 | 12 | 6,7,8 |
| **4** | **Word Processing** * Mail merge
* Creating Reference/ Bibliography
* Formatting and styling

Editing, graphics, forms, import/export, objects, tables, columns, etc**.** | 12 | 9,10.11 |
| **5** | **Presentations*** Developing a presentation
* textbooks, formatting, charts, graphics

animations, designs, special effects, conversion to Pdf. | 8 | 12,13 |
| **6.** | **Lab Practice and Presentations** | 8 | 14,15 |
| **7.** | **Examinations** | 60 |  |

**Mode of Delivery:**

Lectures, Practicals, Demonstrations, Peer discussions, or Group work

**Course Assessment:**

Coursework / continuous assessment 30%
Final examination 70%

100%

 Pass mark is 50%. Any score below that will mean the student has to retake the course when next offered. You are required to attend at least 70% of the classes and sit for at least two coursework assignments in order to sit for the final exam.

**References**

1. Business Information Systems, Analysis, Design and Practice. 6th Edition. Addison-Wesley Publishers.
2. Microsoft Office Step by Step (Office 2021 and Microsoft 365).
3. Word 2019 Beginner, M.L. Humphrey.
4. A Practical Guide to Sub ICT & Computer Studies by Cadre Kyoribona Nakiir 2019
5. [Microsoft Access, Database Application Software for Business](https://www.microsoft.com/en-au/microsoft-365/access)
6. [Free Microsoft 365 Online | Word, Excel, PowerPoint](https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web)
7. [Login | Microsoft 365 (office.com)](https://www.office.com/)
8. [Microsoft PowerPoint - Download (softonic.com)](https://microsoft-powerpoint.en.softonic.com/)

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