



MURANG'A UNIVERSITY OF TECHNOLOGY
COURSE OUTLINE

Unit Code: IT/CU/ICT/BC/3/6

Unit Title: Demonstrate Digital Literacy

Department: Information Technology.

Lecturer's Name: Jackson Kamiri

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Contact Hours: 60

Semester: Two **Academic Year:** 2020/2021

Expected Learning Outcomes

1. Identify computer software and hardware
2. Apply security measures to data, hardware, software in automated environment
3. Apply computer software in solving tasks
4. Apply internet and email in communication at workplace
5. Apply desktop publishing in official assignments
6. Prepare presentation packages

Teaching Methodology

Lectures, note taking, demonstration, presentation by students, and research.

Instructor led facilitation of theory, Demonstration by trainer, Practical work by trainee, Viewing of related videos, Project, Group discussions

Instructional Materials

Computers, Whiteboard, Textbooks, Flip Charts, Projectors

Course Evaluation Methods

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| 1. Continuous Assessment Test (CATS) - | 60% |
| 2. Exams | 40% |
| 3. Total | 100% |

WEEK NO.	TOPIC	SUB TOPIC(S)
1.	Introduction to ICT	<ul style="list-style-type: none"> • Concepts of ICT • Functions of ICT • History of computers • Parts of computer hardware • Classification of computers
2.	Computer software Computer Network	<ul style="list-style-type: none"> • Classification of Software • Functions and commands of operating system • Computer networks • Network configurations • Uses of internet • Electronic mail (e-mail) concept
3.	CAT 1	
4.	Data security and privacy Security control and measures	<ul style="list-style-type: none"> • Confidentiality of data. • Cloud computing. • Integrity-but-curious data surfing. • Types of computer crimes • Security threats • Counter measures against cyber terrorism. • Risk reduction. • Cyber threat issues. • Risk management. • Pass-wording. • Laws governing protection of ICT
5.	CAT 2	
6.	Word processing	<ul style="list-style-type: none"> • Word processing concepts • Word processing utilities
7.	Word processing	<ul style="list-style-type: none"> • Document creation • Document editing • Mail merging
8.	Spread sheet	<ul style="list-style-type: none"> • Worksheet meaning, formulae, function and charts • Worksheet layout.
9.	Spread sheets Power Point	<ul style="list-style-type: none"> • Worksheets data formulation, manipulation and application to cells. • Types of presentation packages • Procedure of creating slides • Formatting slides • Presentation of slides • Procedure for editing objects

10.	Database design Desktop Publishing	<ul style="list-style-type: none"> • Data base design • Data manipulation, storage and retrieval • Desktop publishing using Microsoft publisher
11.	Exams	
12.	Exams	