


AMOU UNIVERSITY
“A Vehicle for Peace and Development”
AMOU UNIVERSITY



FACULTY OF COMPUTING AND ICT

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAMME

ACADEMIC YEAR 2015/ 2016

COURSE DESCRIPTION

BIT 214	Computer Applications and Maintenance
Contact Hours	52
Pre-requisite	N/A
Purpose/Aim	This course enables the student to troubleshoot, repair and maintain a computer system. It also enables the student to use specific purpose user applications software like word processors, spreadsheets, presentations, publishers, and design software.
Course Objective (Indicative Learning Outcomes)	<ul style="list-style-type: none"> • The learner can safely operate a computer. • The learner can develop textual, financial and simple file management applications. • The learner can send and receive electronic mail messages. • The learner can find information using the Internet.
Course Content	<ul style="list-style-type: none"> • Introduction to computers (generations and developments). • Data representation and transmission. • Number bases. • Hardware: Mother Boards, CPU, Memory, Storage & Peripheral Devices, software and networks overview, System Bus, Fault Diagnosis • Input and output devices • Multimedia devices • Low level languages: Introduction to Assembly language • Files – Types and Organization • Upgrading Computers • Operating Systems • Preventive Maintenance • Batch Files. • Safe operation of a computer • Operating a GUI operating system • Using a word processor • Using a spreadsheet for calculation and file operations • Using an electronic mail program • Introduction to the Internet • Browsing the Internet to find information



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	<p><u>Lab 1</u> Investigation of computer components and their evolution e.g. computer internal memory, monitor, microprocessor etc. Powering and shutting down of computer.</p> <p><u>Lab 2</u> Introduction to Windows OS with a view to understand the common tasks like opening, closing, minimizing, maximizing, and restoring most windows dialogs.</p> <p><u>Lab 3</u> Creating of folders and files, modifying and saving the same as well as creation of short cuts</p> <p><u>Lab 4</u> Introduction to Word processing. Word template, menus, toolbars, margins, etc. Creating and saving documents, retrieving already saved documents</p> <p><u>Lab 5</u> Introduction to spreadsheets. Worksheet, book, menus, toolbars, margins, etc. Creating and saving worksheets, retrieving already saved documents Using formulae and function to do simple tasks, charting, modifying charts etc Send, composing and receiving mails</p> <p><u>Lab 6</u> Surfing the net</p> <p><u>Lab 7</u></p> <ul style="list-style-type: none"> • Using search engines 		
Learning & Teaching Methodologies	Lectures, tutorials and computer laboratory exercises		
Instructional Materials/Equipment	Classroom with audio visual aids Computer laboratory Office applications Internet Access Web browser Electronic mail program		
Course Assessment	Type		Weighting (%)
	Final Examination		60
	Mid Term Examination		20
	Assignment		10
	Attendance		10
Total		100	
Recommended Reading	Title	Author	Publisher
Additional Reading			
Other Support Material	A variety of multimedia systems and electronic information resources as prescribed by the lecturer. Various application manuals, URL search and journals.		