Uganda Martyrs University

Department of Computer Science and Information Systems

Short Course:

Certificate in Computer Applications

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TABLE OF CONTENTS

1 Introduction

1.1 Uganda Martyrs University
Uganda Martyrs University (UMU) is located at Nkozi, 82 km west of Kampala, the capital city of Uganda. Established in October 1993 with 84 students and two academic departments, UMU currently has 10 faculties/institutes/schools; and about 5,000 students, of whom about 1,500 are full-time residents on campus. Others participate in distance-learning and part-time programmes at the University campuses in Kampala, Mbale and Masaka. The university has established an international reputation and students come from several countries in Africa, Europe and the US for full-time and part-time programmes; and others for field work and research.

The university is committed to its vision, which is: "to be a university that is nationally and internationally recognized for excellence in research and the advancement of knowledge." Basing on its slogan, "Making a Difference," the University members and alumni are encouraged to make a positive contribution to society wherever they are. The Mission of the University is 'to provide quality higher education, training and research for the betterment of society guided by ethical values'.

1.2 Faculty of Science
The vision of the Faculty of Science is derived from the recognition that real national development of the country and the entire mankind starts from serious study and understanding of science. Without a large section of the population internalizing science subjects and applying scientific methods to solve problems, development is bound to be staggered and slow.

The Faculty is, therefore, committed to training competent, high-level manpower in science subjects that will increase the stock of scientists in and outside Uganda to the highest levels within the reach of the University, while at the same time enhancing and updating skills of staff by encouraging attainment of higher qualifications either through conventional studies and/or research and to publish results in local and/or international publications. Facilitation towards this goal will be provided by the Faculty whenever possible.

The Faculty encourages inter-disciplinary teaching across other faculties and visiting lectureship between universities (with which Uganda Martyrs University has established such cordial relationships), as well as amicable relationship between staff and its students so as to foster confidence among the students: which confidence will be of potential application when they leave the University and go out in the world to be on their own.

While striving to achieve all the above, the Faculty will actively participate in community outreach activities within its reach and capability.

1.3 Department of Computer Science and Information Systems
The department of Computer Science and Information Systems is one of the three Departments of the Faculty of Science. The department's staff constitutes the Board of the department. They meet regularly to discuss matters related to the department which are later presented to the Faculty Board. All computer related courses in the Faculty and University at large is offered by the Department.

2 The Short Course

2.1 Course Name
The Course name is Certificate in Computer Applications (CCA).

The CCA curriculum has duration of six (6) weeks. The programme is designed with 4 Modules, which will provide learners with both practical and theoretical skills necessary to manage day to day office computer activities.

2.2 Rationale of the Programme

There is a global urge to embrace computer science and information technology to address the needs of the society. In the 21st century, institutions aim to be increasingly demand led, responsive to cultural and economic change, and capable of providing opportunities for learners to acquire both knowledge and skills for employability and lifelong learning accordingly. For any curriculum to remain relevant, it must be reviewed to reflect prevailing changes. In the field of Computer Science and Information Technologies, technological improvements are very fast both in hardware and software. Meanwhile new emerging technologies are being invented.

2.3 Duration of the Course
The duration of the course will be one month consisting of six (6) weeks.

2.4 Programme Objectives

The objectives of this programme are to:
 i)   To ensure that students can appreciate computer classification, components, functions, safety and security.
 ii)   To enable students develop professional documents using a word processor.
 iii)   To ensure that students can analyse and present data professionally using a spreadsheet
 iv)   To help the student learn how to develop inspirational presentations
 v)   To enable student learn how to communicate, research, access current affairs, connect with people in and informed and responsible way.

2.5 Programme Learning Outcomes

By the end of this programme the student should be able to:
  i)   Describe computer classification, components, functions, safety and security
  ii) Develop professional documents using a word processor.
  iii) Analyse and present data professionally using a spreadsheet
  iv) Develop inspirational presentations
  v)   Communicate, research, access current affairs, connect with people in and informed and responsible way.

2.6 Tuition Fees
A tuition fee for the programme will be based on the general fees structure of Uganda Martyrs University. However, UMU has no fixed fees structure because of the unstable inflation of our economy. Therefore, in each academic year some changes may be felt depending on the requirements of the course.

2.7 Target Group
The programme targets O-level and A - level leavers, Certificate holders and other Professionals.

3 Admissions
An applicant for admission into the Certificate in Website Development will require the following:
O – Level certificate.

3.1 Course Assessment
Students' performance shall be evaluated and assessed in their courses by at least three assessments, i.e. at least two continuous assessments during the course, and a final assessment held during assessment week (examination).

A student is deemed to have successfully completed a course if s/he has received 50% of the marks with respect to course work and 50% of the marks in the final assessment. If either of the two limits is not attained, the student is considered to have failed the course.

Course work or continuous assessment shall normally contribute 50% of the total mark and final assessment contributes the other 50%.

Course work marks shall be computed on the basis of a minimum of two exercises, essays, assignments, tests, seminars, orals or any other mode of continuous assessment that the Faculty Board may approve and deem effective.

There shall be University Final Assessments in all the courses offered during each academic semester. Final assessments of courses offered during a semester shall be done in the assessment weeks of that semester. Visiting or part-time lecturers may set their papers and assess candidates when they complete their courses.

Students, who attempt to compromise their academic integrity by cheating in University assessments, will not be permitted to complete assessments in that session, and will be subject to disciplinary sanctions, including expulsion from the University.

3.2 Pass Mark

The pass mark in the course shall be 50%. This shall be average from all the modules taught.

4.6 Course Content:

Week	Topic	LH	PH
1	Introduction to computers and operating systems a) Computer generations b) Types of computers c) Benefits and challenges of using computers d) Computer software and hardware e) Storage media and units of measure f) Assembling a computer g) Microsoft Windows and Android h) Working with Application programs	5	5
2	Word Documents a) Features of a word document b) Typesetting text c) Formatting text d) Tables e) Page layout f) Mail merge g) Page numbers, headers and footers h) Table of contents	5	5
3	Presentations a) Presentations b) Features of a PowerPoint presentation c) Inserting slides d) Slide layout	5	5

	e) Slide design f) Custom animations g) Slide transitions h) Presentation views i) Master slide j) Slide show			

4	Spread sheets
	a) Overview of a spread sheet
	b) Data entry
	c) Formatting
	d) Page borders and breaks
	e) Numerical analysis
	    i. Formulae
	    ii. Functions
	    iii. If analysis
	f) Graphical analysis
	    i. Charts and diagrams
	    ii. Graphs
		5	5	

5	Internet and the web a) Computer networks b) Overview of the Internet c) Methods of connecting to Internet d) The web e) Browsers f) Websites g) Web addresses h) Hyperlinks i) Search engines j) News sites k) Electronic mail l) Social networks	5	5	
6	Practical exercises and Assessment		10	
	Sub-total of LH and PH	25	35	
	Total Hours	**60**		

4.7 Teaching Mode
   i) Theoretical lectures
  ii) Lab sessions (hands-on practice)
 iii) Students group discussions and presentations

4.8 Study Materials needed
   i) Samples of typed work,
  ii) Lap top and projector,
 iii) Power point slides, some reading materials extracted from text books or articles.

4.9 Mode of Assessment:
Coursework   50%
Final Exam   50%
Total Course Assessment   100%

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Appendix I: Fees Structure

Fees Structure

Fees Structure

NO	Item	Intake
1	Tuition	
3	Examination Fees	200,000/=
4	Other Fees	
7	**TOTAL**	**200,000/=**