



LEAD CITY UNIVERSITY
Faculty of Arts and Education
Department of Library and Information Science

COURSE DETAILS

Course Code: LIS 117

Course Title: Computer and Data Processing

No. of Units: 2

Status: compulsory

LECTURER(S) DETAILS

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Area of Specialization: Knowledge Management | Information Systems

COURSE DESCRIPTION

This course allows students to develop skills in the operation and applications of professional productivity software for the PC. Students use the two applications of the Microsoft Office 2007 Suite: Excel and PowerPoint. The theory component develops a broad and general understanding of current computer technology.

COURSE OBJECTIVES

This course will provide computer literacy including the history of computing and knowledge of basic computer hardware and software concepts, and practical experience with recent and the most commonly used software applications listed in the course description above. These applications are essential for students at Lead City University.

ASSESSMENT

Class Attendance	10 marks
Test(s) and Assignments	30 marks
Final Examination	60 marks

LECTURE PLAN

Week	Topic
Week 1	The Computer System Memory Measurement: Bit, Byte, Kilobyte, Megabyte, Gigabyte, Terabyte, Petabyte. Definition of related Terms: bit, byte, field/word, record, file, data, database.
Week 2	The art of Data/Information Processing: Electronic DP, Advantages, Disadvantages, Scope of DP,
Week 3	Data processing techniques such as Batch processing, Online Processing, Transaction Processing, Real-time Systems and Distributed processing.
Week 4	File access and organization techniques - serial, sequential, indexed sequential, and random file organization
Week 5	Continuous Assessment
Week 6	System software: Operating Systems, Drivers Utilities Software: Antivirus Browsers: Microsoft Internet Explorer, Mozilla Firefox, Chrome
Week 7	Microsoft Excel 2007: Getting started with Excel, Entering data, Editing data
Week 8	Microsoft Excel 2007:, Validating Data, Formatting data, Functions
Week 9	Microsoft Excel 2007:, Printing, Charts, Data manipulation, Security and Privacy
Week 10	Microsoft PowerPoint 2007: Creating a presentation, Format slides or presentations,
Week 11	Microsoft PowerPoint 2007: Animation effects, Add sounds or movies
Week 12	Microsoft PowerPoint 2007: Work with photo albums, Working with graphics and charts
Week 13	Programming basics: Definition of Programming, Types of Programming Language (Machine, Assembly, High-Level Languages), Flowcharting, Algorithms, Steps in Program development
Week 14	Revision

READING LIST

1. Jones A. and Killer O. (2010). The Anatomy of Computing (). McGraw Hill.
2. Jacobs P. (2008..) Introduction to Computer Programming. (3rd ed.) Pearls.
3. Other Web Resources.