



**UNIVERSITY OF NAIROBI**  
**COLLEGE OF EDUCATION AND EXTERNAL STUDIES**  
**DEPARTMENT OF EDUCATIONAL COMMUNICATION AND TECHNOLOGY**  
**B.ED IN EARLY CHILDHOOD EDUCATION**

**DETAILED COURSE OUTLINE**

**Unit Code:** TEC 407

**Unit Title:** Computer Literacy

**Contact Hours:** 45hrs

**Lecture:** Monday, 9.00 AM – 12.00 PM, RM Comp Lab1

**a) Course Objectives**

By the end of the course, the learner should be able to:

- i) To appreciate the conceptual building blocks of computer systems
- ii) Describe the development stages of computers
- iii) Use various utility packages
- iv) Appreciate the application of computers in pre-school
- v) Appreciate computer security, ethical and societal issues

**b) Course Content**

<b>Lecture/Week</b>	<b>Topic</b>
1	<b>Introduction to the computer system</b> <ul style="list-style-type: none"><li>• Definitions</li><li>• Functions of Computers</li><li>• Basic Structure of Computers</li><li>• Uses of computers in pre-school</li><li>• Classification of Computers</li><li>• Brief history of computers</li></ul>
2	<b>The computer Hardware</b> <ul style="list-style-type: none"><li>• <b>Input Devices:</b> Keyboard, Mouse, Optical Readers, Magnetic Readers, Others</li><li>• <b>Output Devices:</b> VDU, Printers, Plotters, Others</li></ul>
3	<b>The computer Hardware – cont..</b> <ul style="list-style-type: none"><li>• <b>Computer Memory:</b> Main memory hierarchy, External Memory, Disk Storage, Tape Storage</li></ul>
4	<b>The computer Hardware – cont..</b> <ul style="list-style-type: none"><li>• <b>The CPU:</b> ALU, Control Unit, Registers, Buses</li></ul>
5	<b>The computer software</b> <ul style="list-style-type: none"><li>• System software</li><li>• Application software</li><li>• <b>Operating Systems:</b> OS Overview, OS functions, OS Examples</li><li>• Evaluation of computer software for teaching</li></ul>

6	<b>Utility packages – part 1</b> • Ms Word
7	<b>Utility packages – part 1</b> • Ms Word --continued
8	<b>CAT 1</b>
9	<b>Utility packages – part 2</b> • Ms Excel
10	<b>Utility packages – part 2</b> • Ms Excel --continued
11	• Applications of Internet and Email in pre-school
12	<b>Computer systems security</b> • Threats • Attacks • Security measures • Legal and ethical issues
13	<b>CAT 2 and revision</b>
14 & 15	• End of Semester Examinations

**c) References**

1. Information Systems. Laudon K. C and Laudon. Pearson Education. 2004.
2. Information Technology for Management: Transforming the business in the digital Economy. Turban McClean, Wetherbe. John Wiley & sons. 2002
3. H.L Capron (1998), Computers: Tools for an Information Age (5th edition). Addison Wesley Longman Inc.
4. Stallings W. (2003), Computer Organization and Architecture 6th Edition, Pearson Education, India.
5. Internet

**d) Instructional Materials/Facilities**

- i) Computer laboratory
- ii) Internet
- iii) Projector
- iv) Relevant computer software

**e) Methodology**

- i) Lectures and tutorials
- ii) Presentations and discussions
- iii) Laboratory practicals

**f) Assessment**

CATS	15%
Assignments	15%
Exam	70%
Total	100%

**g) Course Lecturer**

Mulwa P. Kyalo

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