

CIT101: COMPUTERS IN SOCIETY**1st Edition**

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COURSE GUIDE

INTRODUCTION

The aim and objective of Computers in Society as a course is computer literacy. In today's modern society, computers are used at all times, and everywhere. In the supermarket, they are used to keep a check on what has been sold. In a bank, they are used to keep a record of how much you have in your account and the television has an in-built computer to help you switch between channels. Also in schools, computers are now in use to teach, mark and process results. Computer can be described as a tool that everyone can use to do certain work faster and more easily.

To drive a car, you do not need to be an engineer so also you do not need to be an electronic expert or a mathematical genius before you can operate a computer. They are machines that help us in everyday life and they are built by people and for the people. They are not magical machines and there is nothing mystifying about them.

WHAT YOU WILL LEARN IN THIS COURSE

This course will give you in brief what you need to know in Computer Science and Technology. At the end of the course you will be an expert of some sort in Computer Science and Technology.

WORKING THROUGH THIS COURSE

Each module, each unit, in the course contains notes as well as set exercises. The set exercises are listed in form of a table. The table has two volumes. The last column contains the heading "what you do" while the right column is headed "comments/prompts". The left column contains the steps that you must follow. The right column serves as additional information.

Computers will be provided at study centres and will be equipped with the required programs. If you have the means, buy your PC and the stipulated software.

Each unit contains a *Tutor-Marked Assignment*, which must be done as stipulated and handed to the tutor on schedule.

ASSESSMENT

The final grade in the course will have two components; continuous assessment and final examination. Basically, the tutor-marked assignment will form the continuous assessments while NOUN will inform you about the final examination.

HOW TO GET MOST FROM THIS COURSE

In distance learning, the study units replace the University lecturer. This is one of the great advantages of distance learning, you can read and work through specially designed study materials at your own pace, and at a time and place that suits you best. Think of it as reading the lecture instead of listening to a lecturer. Just as a lecturer might give you an in-class exercise, your study units provide exercises for you to do at appropriate points.

Working through the assignments and exercises will help you to achieve the objectives of the unit and prepare you for the final examination. If you run into trouble, arrange to meet your training tutor. Note the following:

1. Read this course guide thoroughly
2. Organise a study schedule. Whatever method you choose to use, you should decide on it and write in your own dates for working on each.
3. Once you have created your own study schedule, do everything you can to stick to it. The major reason that students fail is that they get behind with their course work.
4. For each unit, read the introduction and the objectives.
5. Read through the materials. Work through the unit.
6. At the end of the unit, review the objective and see how many of them you have achieved.
7. Do the tutor-marked assignment and submit as required.
8. Proceed unit by unit throughout the course.

SUMMARY

Computers in Society intend to make you computer literate. At the end of the course you will achieve the objective if you follow the instructions and do what you are expected to do.

We wish you a huge success.