

**OF HUMANITIES AND SOCIAL SCIENCES  
INSTITUTE OF ANTHROPOLOGY AND GENDER STUDIES  
NAF 110: Computer Literacy  
Course Outline 2014/2015  
Instructor: Khamati Shilabukha**

**Objective and purpose**

The purpose of this course is to introduce students to the world of computers and enhance their knowledge and ability to use computers and related technology efficiently. The course covers a range of skills covering levels from elementary use to data entry and analysis. Furthermore the course provides insights into trouble shooting and problem solving techniques using computers.

**Course content**

1. History of computers
  - Definitions and types of computers
  - Relevance of computer literacy in anthropology;
2. Types and components of computers
  - Micro and mainframe computers.
  - Hardware: components and systems;
  - Software: types, packages,
3. Language translators and operators and operating systems.
  - The keyboard;
  - MS-DOS and its versions,
4. Internal and external commands,
  - disks,
  - memory,
  - commands,
  - files,
  - common entry,
  - function,
  - keys,
  - block and file operations,
  - displaying,
  - Security and error messages.
5. Word processing packages:
  - M Word,
  - WordPerfect;
  - typing practice,

- text and page layout,
  - printing, windows;
  - windows Publisher
  - page making;
  - spreadsheets;
  - data entry
6. Data database management and information retrieval systems
- Graphics
  - batch processing,
  - on-line systems and catalogues,
  - CD-ROM;
  - Internet;
  - e-mail

#### Reading List

Chandler, D & Marcus, S. 1985

Computers and literacy. Milton Keynes (England): Open University Press

Firth, C.L. 1988

Computer literacy and formation processing. Pitman publishers. ISBN 0273028766

Luehrmann, A & Peckham, H. 1983

Computer literacy: a hands-on approach. New York: McGraw-Hill Publishers.

Luehrmann, A & Peckham, H. 1997

Computer literacy. New York: McGraw-Hill Publishers

Schall, W.E, et al. 1986

Computer education: literacy and beyond. Monterey (Calif): Brooks/Cole Publishers Co.

Williams, Marie C. 1997

Using information technology ; NVQ level 2 : student handbook. Oxford: Heinemann publishers