COURSE INFORMATION

Code: EPS 712P
Title: Computer Applications in Education
Credits: 3
Mode: Online/Face-to-face
Prerequisite knowledge/skills: Ability to boot a pc

COURSE LECTURER INFORMATION

Name: Dr Kofi Ayebi-Arthur
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COURSE DESCRIPTION

This course is to enable students gain enough computer knowledge to equip students with skills in ICT that they may need to teach in their various areas of specialization.

COURSE OBJECTIVES

By the end of the course, students should be able to:
- use, MS-Word, MS-PowerPoint, MS-Excel and eLearning.

COURSE CONTENT

Unit 1: Introduction to MS-Word
Unit 2: Introduction MS-PowerPoint
Unit 3: Introduction to MS-Excel
Unit 4: Introduction to eLearning

TEACHING AND LEARNING STRATEGIES

ASSESSMENT

Continuous assessment:

Two quizzes (individual) and one presentation (group work)- 40%

This would be conducted at the end of the course (face-to-face).

End of semester assessment

Practical on computer: will be either on MS-Word and MS PowerPoint.

COURSE POLICY
Attendance: as per university rules; 70% attendance is required in other to write an end-of-semester examination. Checks will be made on the Learning Management System (LMS).
Code of conduct:
Cheating/plagiarism: as per university rules. Refer to student handbook
Assignment submission: To be posted on the LMS

REFERENCES

1) McFedries, P. (2016). Teach Yourself VISUALLY™ Excel® 2016, Indianapolis, IN. John Wiley & Sons, Inc.

2) Wempen, Faithe (2013). Microsoft® PowerPoint® 2013 Bible. Indianapolis, IN: John Wiley & Sons, Inc.

3) Gordon, D. T., (2000). The digital classroom: how technology is changing the way we teach and learn. (1st ed.). Harvard Education Letter.

4). Bucki, L. A. (2013). *Microsoft® Word® 2013 Bible*, John Wiley & Sons: Inc. Indianapolis, IN

4) Microsoft Official Academic Course MICROSOFT WORD 2016

5) Microsoft Official Academic Course MICROSOFT POWERPOINT 2016

6) Microsoft Official Academic Course MICROSOFT EXCEL 2016