Acknowledgements

Many thanks to Mr. Raphael Agyapong, a Teaching Assistant who played a critical role in the development of this study guide and the development of the course slides and presentation of the course module on the University of Ghana Sakai Learning Management System.
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COURSE DESCRIPTION

1. COURSE WEBSITE
   http://sakai.ug.edu.gh

2. INSTRUCTORS
   
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4. OVERVIEW

The general objective of this course is to introduce students to computing. The main objectives of this course are:

- to let the student understand the technical aspect of computing
- to help students understand how to use any of the computing technologies to their advantage
- to understand the advantages and disadvantages that are associated with computer systems
- to introduce to the student new computer concept such as cloud computing

As technology continues to develop and advance, the need for computer skills and knowledge continue to grow as well. The purpose of this course is to introduce students to computing to help them appreciate its role, significance, impact and its application in real life situations.

The topics to be covered include the history of computers, advantages and disadvantages of computer systems, how to purchase a computer system, input technologies, output technologies, storage technologies, computer software, application software, the system unit, methods of information processing, principles of programming, computer ethics and cloud computing.

5. PROBLEM-BASED LEARNING APPROACH

Problem-based learning (PBL) is a student-centered pedagogy in which students learn about a subject through the experience of problem solving. The goals of PBL are to help the students develop flexible knowledge, effective problem solving skills, self-directed learning, effective collaboration skills and intrinsic motivation. This course will use a problem-based learning approach.

Working in groups, students identify what they already know, what they need to know, and how and where to access new information that may lead to resolution of the problem. The role of the instructor/lecturer/tutor is to facilitate learning by supporting, guiding, and monitoring the learning process. The tutor will help build students’ confidence to take on the problem, and encourage the students, while also stretching their understanding.

6. COURSE FORMAT

The course content will be delivered online through the SAKAI Learning Management System (Sakai LMS). The Sakai LMS will be used to deliver

- Video Lecture Sessions
- Session Slides
- Session Reading Materials
- Assessments – Tests, Quizzes and Assignments (including a Problem-based Term Paper)
- Group activities – Discussions and Presentations

Announcements will be posted to the course website and/email accordingly. It is the responsibility of students to check on announcements made in class, on the Course Website, and through email.
7. LEARNING OUTCOMES

The learning outcomes for the course are outlined along three strands: knowledge, skills and outcomes.

7.1 KNOWLEDGE

Students must have knowledge on
1. The types of technology and how it applies to their respective specialist areas.
2. Computer ethics and the controls that can be put in place to guide the use of any computing system.
3. The different methods and techniques to process information.
4. The difference between the various computing technologies such as the input, output, and storage technologies.
5. The critical role computer systems play in our daily lives.
6. The types of programming languages and the program development cycle that are used in programming.

7.2 SKILLS

Students must be able to
1. Identify and understand the cloud computing environment.
2. Purchase the right computer systems based on a given specifications.
3. Select the right computer technology for a given situation.
4. Apply appropriate information processing method and techniques to process data.
5. Use discussion fora and wikis to organise group work activities on the advantages and disadvantages of computer systems.
6. Communicate term project results and processes in a coherent, structured, and understandable manner, both in writing, verbally and graphically.
7. Plan and carry out a system unit servicing.

7.3 COMPETENCE

Students should in the future be able to
1. Identify a particular technology for a given situation.
2. Should be able to purchase a computer system for any use.
3. Engage in a dialogue on the challenges and promises of cloud computing.
4. Identify all the components in the system unit and how they are related.
5. Optimize own participation in a program development process and make a joint presentation of the project results.
8. ASSESSMENT

The assessment for this course has been designed to help all students to maximize their individual and group/team learning opportunities. A summary of the assessment tasks is provided below.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FORM OF ASSESSMENT</th>
<th>DELIVERED</th>
<th>MARKS</th>
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</thead>
<tbody>
<tr>
<td>Individual Assignments</td>
<td>Multiple Choice Questions (MCQs)</td>
<td>Alongside Sessions</td>
<td>20%</td>
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<td></td>
<td>Short Essays</td>
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<tr>
<td></td>
<td>Term Paper/Presentation</td>
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<tr>
<td>Group Assignments</td>
<td>Term Project/Paper/Presentation</td>
<td>Alongside Sessions</td>
<td>10%</td>
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<tr>
<td>Written Examination</td>
<td>Semester Examination</td>
<td>End of semester</td>
<td>70%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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8.1 Individual Assignments

Individual assignments will be provided at end of sessions. These assignments may be in the form of Multiple Choice Questions (MCQs), Short Essays and/or a Term paper or presentation. Deadlines will be provided for each assignment with respect to scheduling of the sessions.

9. RECOMMENDED TEXT

DETAILED CLASS SCHEDULE

The course is organized into 13 SESSIONS along the following lines: (1) Overview; (2) Goals and Objectives; and (3) Activities and Assignments.

10. SCHEDULE OF SESSIONS

<table>
<thead>
<tr>
<th>Week</th>
<th>Session</th>
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<tbody>
<tr>
<td>1</td>
<td>Sessions 0 and 1</td>
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<td>2</td>
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<td>12</td>
<td>Session 12</td>
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<td>13</td>
<td>Session 13</td>
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11. SESSION 0 – INTRODUCTION TO INFS 214

11.1 Overview

This course introduces students to computing and computer systems using Sakai Learning Management System (LMS). The available tools for the course are discussed below.

11.2 Goals and Objectives

At the end of the session, the student will
- 1. Understand the subject matter of this course – Introduction to Computing and how it is applied
- 2. Become familiar with the tools in the Sakai LMS to be used in the course
- 3. Do self-introductions and discuss the expectations for the course in the Chat Room

11.3 Activities and Assignments

This week, complete the following tasks:
- 1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
- 2. Watch the Video for Session 1 - Course Introduction
- 3. Visit the Chat Room and introduce yourself while discussing expectations for the course
- 4. Explore the online tools available in Sakai.
12. SESSION 1 – HISTORY OF COMPUTING

12.1 Overview

Computer systems play a critical role in all aspects of life. Computer systems have made a very vital impact on society. The use of computer technology has affected every field of life. This session seeks to introduce students to the history of computing.

12.2 Goals and Objectives

At the end of the session, the student will

1. Give a brief history of computing
2. Identify the various generations and their corresponding major developments
3. Be able to explain the differences between the generation
4. Understand the future of computer systems

12.3 Activities and Assignments

This week, complete the following tasks:

1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh/
2. Read Chapter 1 of Recommended Text – Hutchinson, S. E., & Sawyer, S. C. (2013)
4. Review Lecture Slides: Session 1 – History of Computing
5. Visit the Chat Room and discuss the Forum question for Session 1
6. Complete the Individual Assignment for Session 1

13. SESSION 2 – ADVANTAGES AND DISADVANTAGES OF COMPUTER SYSTEMS

13.1 Overview

There is an overwhelming awareness that there are great potential in the availability and use of computing technologies. In spite of this observation about the potential benefits of using computing technologies, there are also demerits for using these technologies. This session seeks to discuss the advantages and disadvantages of computer systems.

13.2 Goals and Objectives

At the end of the session, the student will

1. Identify some advantages of computer systems
2. Identify some disadvantages of computer systems
3. Be able to discuss both the advantages and disadvantages of computer systems
4. Be able to use computer systems to accrue maximum benefit

13.3 Activities and Assignments

This week, complete the following tasks:

1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh/
2. Read Chapter 1 of Recommended Text – Hutchinson, S. E., & Sawyer, S. C. (2013)
3. Watch the Videos for Session 2 – Advantages and Disadvantages of Computer Systems - https://youtu.be/2x5YkSjqtPs
4. Review Lecture Slides: Session 2 – Advantages and Disadvantages of Computer Systems
5. Visit the Chat Room and discuss the Forum question for Session 2
6. Complete the Individual Assignment for Session 2
14. SESSION 3 – HOW TO PURCHASE A COMPUTER

14.1 Overview

There are a lot of factors to consider when purchasing a computer system. Whether you need it for home, school or your business, a new computer can be a major purchase. This session provides direction to students on how to purchase a new computer system and how to maintain a computer system.

14.2 Goals and Objectives

At the end of the session, the student will
1. Understand and explain the purpose underlining a purchase of a computer system
2. Be able to identify the steps to consider in purchasing a new computer system
3. Be able to identify different types of computer systems for different purposes
4. Be able to identify different computer specifications for different needs and purposes
5. Be able to know the important factors to consider when purchasing a computer system
6. Understand relevance and importance of maintaining a computer system
7. Be able to maintain a given computer system

14.3 Activities and Assignments

This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
2. Watch the Videos for Session 3 – How to Purchase a Computer System - https://youtu.be/PnUjNoGy3D4
3. Review Lecture Slides: Session 3 – How to Purchase a Computer System
5. Visit the Chat Room and discuss the Forum question for Session 3
6. Complete the Individual Assignment for Session 3

15. SESSION 4 – INPUT TECHNOLOGIES

15.1 Overview

Computer systems use input devices to capture data for processing. Input technologies consist of devices that translate data into a form that the computer system can process. This session explains the types and categories of input devices that are used in the computer environment.

15.2 Goals and Objectives

At the end of the session, the student will
1. Understand and differentiate between the various types of input devices
2. Be able to give examples of input devices
3. Understand the various types of input devices for the physically challenged
4. Be able to identify the components of some of the input devices
5. Be able to differentiate between various scanning devices

15.3 Activities and Assignments

This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh/
2. Watch the Videos for Session 4 – Input Technologies - https://youtu.be/fB8dXUSoAt4
3. Review Lecture Slides: Session 4 – Input Technologies
4. Read Chapter 6 of Recommended Text – Williams, B. K., & Sawyer, S. C. (2014)
5. Visit the Chat Room and discuss the Forum question for Session 4
6. Complete the Individual Assignment for Session 4

16. SESSION 5 – OUTPUT TECHNOLOGIES

16.1 Overview
Output technologies consist of devices that translate information processed by computer systems into a form that humans can understand. The electronic-based information consists of 0s and 1s, which need to be translated into words, numbers, sounds and pictures. This session explains the types and categories of output devices that are used in the computer environment.

16.2 Goals and Objectives
At the end of the session, the student will
1. Understand and differentiate between the various types of output devices
2. Be able to give examples of output devices
3. Understand the different features of monitors
4. Be able to identify the components of some of the output devices
5. Be able to differentiate between various input and output combination devices

16.3 Activities and Assignments
This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
2. Watch the Videos for Session 5 – Output Technologies - https://youtu.be/oaD_sKSLOF8
3. Review Lecture Slides: Session 5 – Output Technologies
5. Visit the Chat Room and discuss the Forum question for Session 5
6. Complete the Individual Assignment for Session 5

17. SESSION 6 – STORAGE TECHNOLOGIES

17.1 Overview
A very important feature of a very computer is the ability to save, or store information. This is done by the storage devices. This session explains the types and categories of storage devices that are used in the computer environment.

17.2 Goals and Objectives
At the end of the session, the student will
1. Understand and differentiate between the various types of storage devices
2. Be able to give examples of storage devices
3. Understand the different characteristics of storage devices
4. Be able to identify the components of some of the storage devices
5. Be able to differentiate the different technologies underpinning the storage devices

17.3 Activities and Assignments

This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
3. Review Lecture Slides: Session 6 – Storage Technologies
4. Read Chapter 9 of Recommended Text – O'Leary, T. J., & O'Leary, L. I. (2014)
5. Visit the Chat Room and discuss the Forum question for Session 6
6. Complete the Individual Assignment for Session 6

18. SESSION 7 – COMPUTER SOFTWARE

18.1 Overview

Computer hardware cannot work without software. Software refers to programs, which are instruction codes that direct the computer to perform some actions. Software or programs are also used to perform certain activities or data processing for a user. In general, there are two basic types of software: system software and application software. This session explains the general concept of software, suites, pirated software and computer virus.

18.2 Goals and Objectives

At the end of the session, the student will
1. Be able to identify and explain the types of software
2. Be able to differentiate between the types of operating systems
3. Understand and apply the different methods for preventing virus from affecting the computer system.
4. Understand the functions of operating systems
5. Be able to differentiate between pirated software and copyrighted software

18.3 Activities and Assignments

This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
2. Watch the Videos for Session 7 – Computer Software - https://youtu.be/st5hCORLJkY
3. Review Lecture Slides: Session 7 – Computer Software
4. Read Chapter 8 of Recommended Text – Hutchinson, S. E., & Sawyer, S. C. (2013)
5. Visit the Chat Room and discuss the Forum question for Session 7
6. Complete the Individual Assignment for Session 7

19. SESSION 8 – APPLICATION SOFTWARE

19.1 Overview

Application software is a large program which is usually designed and developed for a specific purpose with an easy to use interface. It is intended to perform a specific task. An application program is a computer program designed to perform a group of coordinated
functions, tasks, or activities for the benefit of the user. This session seeks to discuss the types of application software and the features of the application software.

19.2 Goals and Objectives
At the end of the session, the student will

1. Be able to identify and explain the types of application software
2. Understand and apply the various types of application software
3. Understand and use the various types of application software for specific task
4. Be able to give appropriate examples of application software
5. Be able to differentiate between general purpose and special purpose application software

19.3 Activities and Assignments
This week, complete the following tasks:

1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
2. Watch the Videos for Session 8 – Application Software - https://youtu.be/lYpfo_PxgP4
3. Review Lecture Slides: Session 8 – Application Software
5. Visit the Chat Room and discuss the Forum question for Session 8
6. Complete the Individual Assignment for Session 8

20. SESSION 9 – THE SYSTEM UNIT

20.1 Overview
System Unit or System Cabinet typically consists of a metal or plastic enclosure containing components that are fragile or not meant to be handled very often. The system unit consists of the outer case and a number of components held inside it, including the power supply, motherboard, processor, hard drives, and DVD drives. System unit is a case that has electronic components of the computer used to process data. This session seeks to explain the components that are housed in the system unit and the functions they perform. It also explains the term buses, ports and eternal cards.

20.2 Goals and Objectives
At the end of the session, the student will

1. Be able to identify all the components housed in the system unit
2. Understand the functions of the components in the system unit
3. Understand the types of ports that are available in the system unit
4. Understand the differences and interrelationships between Buses lines
5. Be able to identify the various external cards and their usage

20.3 Activities and Assignments
This week, complete the following tasks:

1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
3. Review Lecture Slides: Session 9 – The System Unit
5. Visit the Chat Room and discuss the Forum question for Session 9
6. Complete the Individual Assignment for Session 9

21. SESSION 10 – METHODS OF DATA PROCESSING

21.1 Overview
The best data in the universe isn't much use if it isn't processed. Data processing refers to methods that take the raw data and turn it into usable information. Paper and pencil can work, but in the 21st century, data analysis usually relies on computers. To process data by computer, it has to be collected, checked for accuracy and entered into the computer first. This session seeks to explain the difference between data and information, the different methods that could be used to process data and the computer personnel and their responsibility.

21.2 Goals and Objectives
At the end of the session, the student will
1. Be able to know the difference between data and information
2. Understand the difference between the methods of data processing
3. Understand when and how to use a particular method of data processing
4. Be able to identify the various computer personnel and their respective responsibilities

21.3 Activities and Assignments
This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh/
2. Watch the Videos for Session 10 – Methods of Data Processing - https://youtu.be/o0xs5MuDpTo
3. Review Lecture Slides: Session 9 – Methods of Data Processing
5. Visit the Chat Room and discuss the Forum question for Session 10
6. Complete the Individual Assignment for Session 10

22. SESSION 11 – PRINCIPLES OF PROGRAMMING

22.1 Overview
Every piece of software, from a simple word processor, such as Microsoft Notepad, to the most advanced image editing programs, such as Adobe Photoshop, is made by one or more computer programmers who use a programming language that tells a computer how to act. Programming is a highly complex subject that covers many different types of languages and can be used to solve a huge range of problems. This session seeks to explain the concept of programming, the types of programming languages and the types of errors that could occur in the course of programming.

22.2 Goals and Objectives
At the end of the session, the student will
1. Understand and differentiate between the various types of programming languages
2. Be able to give examples of programming languages
3. Understand and identify the various types of programming errors
4. Be able to identify the phases in the Program Development Cycle
5. Be able to write a simple computer program for execution
6. Understand and differentiate between the methods of testing a computer program

22.3 Activities and Assignments

This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
2. Watch the Videos for Session 11 – Principles of Programming -
   https://youtu.be/9L1RRl1ooM4
3. Review Lecture Slides: Session 11 – Principles of Programming
5. Visit the Chat Room and discuss the Forum question for Session 11
6. Complete the Individual Assignment for Session 11

23. SESSION 12 – COMPUTER ETHICS

23.1 Overview

Ethics is a set of moral principles that govern the behavior of a group or individual. Therefore, computer ethics is set of moral principles that regulate the use of computers. Some common issues of computer ethics include intellectual property rights (such as copyrighted electronic content), privacy concerns, and how computers affect society. As technology advances, computers continue to have a greater impact on society. Therefore, computer ethics promotes the discussion of how much influence computers should have in areas such as artificial intelligence and human communication. As the world of computers evolves, computer ethics continues to create ethical standards that address new issues raised by new technologies. This session seeks to explain the concept of computer ethics and historical overview of computer ethics.

23.2 Goals and Objectives

At the end of the session, the student will
1. Be able to identify the elements of computer ethics
2. Understand the basic concept of computer ethics
3. Understand the historical overview of computer ethics
4. Understand the ten commandments of computer ethics

23.3 Activities and Assignments

This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh/
2. Watch the Videos for Session 12 – Computer Ethics - https://youtu.be/FEvfsAwYmUc
3. Review Lecture Slides: Session 12 – Computer Ethics
5. Visit the Chat Room and discuss the Forum question for Session 12
6. Complete the Individual Assignment for Session 12
24. SESSION 13 – CLOUD COMPUTING

24.1 Overview
Cloud computing refers to application and services offered over the Internet. These services are offered from data centers all over the world, which collectively are referred to as the "cloud." This metaphor represents the intangible, yet universal nature of the Internet. The idea of the "cloud" simplifies the many network connections and computer systems involved in online services. Examples of cloud computing include online backup services, social networking services, and personal data services such as Apple’s MobileMe. This session seeks to explain the concept of cloud computing, different services available and the benefit of cloud computing.

24.2 Goals and Objectives
At the end of the session, the student will
1. Understand the basic concept of cloud computing
2. Be able to differentiate between public cloud and private cloud
3. Understand the different services provided through cloud computing
4. Understand the usage and benefit of cloud computing
5. Identify challenges that are associated with cloud computing

24.3 Activities and Assignments
This week, complete the following tasks:
1. Log onto the UG Sakai LMS course site: http://sakai.ug.edu.gh
3. Review Lecture Slides: Session 13 – Cloud Computing
5. Torry Harris (Cloud Computing: An overview)
6. Visit the Chat Room and discuss the Forum question for Session 13
7. Complete the Individual Assignment for Session 13