



**NATIONAL BOARD FOR TECHNICAL
EDUCATION (NBTE)**

COURSE MATERIAL

FOR

**Course Code & Title: COM 101 INTRODUCTION
TO COMPUTING**

Programme: NATIONAL DIPLOMA (ND)

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Table of Contents

COPYRIGHT PAGE	Error! Bookmark not defined.
COURSE WRITER/DEVELOPER	iii
TABLE OF CONTENTS.....	iv
COURSE STUDY GUIDE	v
i Course Information.....	v
ii Course Introduction and Description.....	v
iii Course Prerequisites	v
iv Course Learning Resources	v
v Course Outcome	v
vi Activities to meet Course Objectives	vi
vii Time (To Complete Syllabus/Course).....	vi
viii Grading Criteria and Scale	vi
ix Course Structure and Study Guide.....	1

STUDY MODULES 1 : History, classification and Impact of Computers

Study Session 1: History of Computers

Study Session 2: Classification of Computers

MODULE 2: Concept of Computer Hardware

Study Session 1: Elements of Computer System

Study Session 2: The CPU and the Auxiliary Memory

MODULE 3: Concept of Computer Software

Study Session 1: Software and its Types

MODULE 4: Data Processing techniques and Data Preparation Methods

Study Session 1: Data Processing techniques

Study Session 2: Data Preparation Methods

MODULE 5: Concept of Computer Security

Study Session 1: Computer Security

Study Session 2: Malware Infections, Data Control Techniques and Computer Ergonomics

MODULE 6: Concept of Computer Networks

Study Session 1: Computer Networks

Study Session 2: Types of Computer Networks

MODULE 7: Use of the Internet and Contemporary Computing

Study Session 1: The Internet and its Resources

COURSE STUDY GUIDE

i Course Information

Course Code: COM 101

Course Title: Introduction to computing

Credit Units: 3 Credit Units

Year of Study: one

Semester: First

ii Course Introduction and Description

Welcome to COMM 101. This course introduces you to basic notions in Computer Science and computing. It covers topics such as the development of history of computers and computing; the characteristics of computer systems; the organisation of a computer system; the Von Neumann architecture, the history of the Internet; basic software applications. It is designed for learners with little or no experience in computer use.

iii Course Prerequisites

This course has no prerequisites; it is a first-year course.

iv Course Learning Resources

Aronu D. I. (1998), “Computer operation and application”, Ola Jamon Prints and Publishers, Kaduna.

Montclair State University (2016) ‘Introduction to Microsoft Word 2016’, Lecture Note, pp. 1–8.

Spring (2000) ‘Introduction to Microsoft Word 2000’, Word Handout, (June 1999), pp. 1–10.

v Course Outcome

On completion of this course, the students should be able to

1. Understand the history, classification and impact of computers.
2. Discuss the concept of computer hardware
3. Discuss the concept of computer software.
4. Explain computer data processing systems.
- 5 Illustrate the procedures for computer and data preparation method.
6. Analyse security and safety procedures within a computer environment.