



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

**COURSE MATERIAL**

**FOR**

**Course Code & Title: COM 115 INTRODUCTION  
TO APPLICATION PACKAGE 1**

**Programme: NATIONAL DIPLOMA IN  
COMPUTER SCIENCE**

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# COURSE STUDY GUIDE

## **i. Course Information**

Course Code: **COM 115**

Course Title: **Introduction to Application Package 1**

Credit Units: 3 Credit Units

Year of Study: One

Semester: First

## **ii. Course Introduction and Description**

This course is designed to introduce the student to basic computer packages. On completion of this course, you should be able to explain what are Application Packages and their functions. Understand and make use of various computer Application packages like word processing, spreadsheet and presentation package. You will also learn the basic typing skills.

## **iii. Course Prerequisites**

To be qualified for this course, you are required to have the following:

1. 5 credits in “O” level credits including Physics, English and Mathematics
2. Satisfactory level of English proficiency
3. Basic Computer Operations proficiency

## **iv. Course Textbook(S)**

UNESCO-NIGERIA TECHNICAL & VOCATIONAL EDUCATION REVITALISATION PROJECT-PHASE II. (2008). *COMPUTER PACKAGES 1 COURSE CODE: COM123. December*, 1–86.

DEITEL, H. M., & DEITEL, B. (1995). Introduction to Software. *Computers and Data Processing*, 183-183a. <https://doi.org/10.1016/b978-0-12-209010-3.50014-1>

Missouri Job Center. (2016). *BASIC COMPUTER SKILLS WORKSHOP Computer Keyboard Key Explanations. 5627*, 1–3.

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

Kennesaw State University (2016) ‘Microsoft Office Word 2016 for Windows Introduction to Word University’, *University Information Technology Services Learning*.

Burke County Public Library. (2010). Intro to Microsoft PowerPoint. *Intro to Microsoft PowerPoint*. [www.bcpls.org](http://www.bcpls.org)

## **v. Course Objectives and Outcomes**

On completion of this course, you should be able to:

1. Discuss Application Packages, Apps and their functions

2. Understand Basic Typing Skills
3. Describe Word Processing Package and how to work with it.
4. Describe Spreadsheet Package and how to work with it.
5. Understand Presentation Package and how to use it.

## **vi. Activities to Meet Course Objectives**

The Course Material is written in a simple, clear and concise manner that will assist and enable you to understand this course very well. Relevant sites and standard references have been provided for you. There is going to be a lot of chatting and online interaction in this class through the Learning Management System (L.M.S), WhatsApp, Facebook and Instagram. There will be individual assignments and group assignments. All assignments are due at the times slated. No late assignment will be entertained or accepted from you and hence, be very serious with your study. Completion and timely submission of assignments will also serve as part of your assessment. You are expected to read this course material thoroughly and understand very well. You will also be exposed to practical classes within a specific time during the semester. You are also expected to have software applications on your mobile phones like WhatsApp, Facebook and Instagram, a working email address and a phone number so that you can chats, interact and share ideas with each other. Please do not hesitate to contact your teacher through email, phone numbers and social media platforms. We will like you to succeed in this class and also in your future Endeavour. Thank you and God bless.

## **vii. Time (To Complete Syllabus/Course)**



Duration of tutoring is 13 Weeks and you shall be expected to put in a minimum of 3-hour study time weekly.

## **viii. Grading Criteria and Scale**

Grades will be based on the following:

Individual Assignments/Test (CA 1, 2 etc.)	20%
Group Assignments (GCA 1, 2 etc.)	10%
Discussions/Quizzes/Out of class engagements etc.	10%
Semester Examination	60%
Total	100%

### **ix. Grading Scale:**

The unified grading system to be applied in scoring all coursework, examinations, project, etc. is as stated on table below

Marked Range	Letter Grade	Weight
Above 75	A	4.0
70 – 74	AB	3.5
65 – 69	B	3.25
60 – 64	BC	3.0
55 – 59	C	2.75
50 – 54	CD	2.5
45 – 49	D	2.25
40 – 44	E	2.0
Below 40	F	0.00

### **x. Feedback**

#### **Courseware based:**

1. Self-assessment questions

#### **Tutor based:**

1. Discussion Forum tutor input
2. Graded Continuous assessments

#### **Student based:**

1. Online Program Assessment (Administration, Learning Resource, Deployment, and Assessment).

***Please Contact NBTE for the Complete Courseware***