



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

COURSE MATERIAL

FOR

**Course Code & Title: MAC 113 BASIC COMPUTER
APPLICATION FOR MASS MEDIA 1 (WORD
PROCESSING)**

**Programme: NATIONAL DIPLOMA IN MASS
COMMUNICATION**

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COURSE STUDY GUIDE

i. Course Information

Course Code: MAC 113

Course Title: Basic Computer Application for Mass Media 1 (Word Processing)

Credit Units: 2 Credit Units

Year of Study: One

Semester: First

ii. Course Introduction and Description

This course is titled Basic Computer Application for Mass Media 1 (MAC 113) is designed to introduce the student to the concept of Computer Application in Mass Communication. The course also introduces the basic concepts of Computing. Function of computer hardware and software components of the computer were discussed in details. You will also learn the different types of software commonly used in mass media and the tasks to which each type of software is used. Basic use of word processing applications was also discussed. At the end of this course, student should also be able to create, save, format and enhance document using Word processing application.

iii. Course Prerequisites

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

- 5 credits in “O” level credits including Physics, English and Mathematics
- Satisfactory level of English proficiency
- Basic Computer Operations proficiency

iv. Course Textbook(S)

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 Objectives and Outcomes

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

1. Explain the basic concepts of Computer
2. List the function of computer components. (Hardware and software components)
3. List the different types of software commonly used in mass media and the tasks to which each type of software is used.
4. Explain the basic use of word processing applications
5. Enhance document using Word processing application

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 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 3hour study time weekly.

viii. Grading Criteria and Scale

Grades will be based on the following:

Individual Assignments/Test (CA 1, 2 etc.)	20%
Practical / Projects (GCA 1, 2 etc.)	20%
Semester Examination	60%
Total	100%

ix. Grading Scale:

The unified grading system to be applied in scoring all course work, 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:

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

Please Contact NBTE for the Complete Courseware