**Pre-Computer Skills (01100051)**

**Course Description:**

* Introduction of computing and information Technology: basic structure of digital computer systems, microcomputer.
* Introduction of operating systems: Types of operating systems.
* Introduction of Application software: Types of software(system software and application software).
* Introduction of data communication and networks: Types of networks and networks devices.
* Introduction of Internet Skills: Web Surfing, Email Systems.
* MS-Office skills Learning: MS-Excel, MS-PowerPoint .