

## **COURSE DESCRIPTION**

### **Department of Service Courses**

**Computer Skills/ Remedial**

**Course No.: (01100051)**

**(3 CHs)**

- 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.

#### **Course outcomes:**

1. Understand Basic concepts of information technology.
2. Compare concepts of Internal CPU structure and operation.
3. Use skills to know the different and specifications of all types of input/output devices.
4. Search the Types and specifications of memory and secondary storage.
1. Design simple Software with understanding types and functions.
2. Use advanced skills of Computer network.