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| **Introduction to Computing** | **Module Title:** |
| **CAP 107** | **Module ID:** |
| **None** | **Prerequisite:** |
| **1** | **Level:** |
| **3 (2+2+0)** | **Credit Hours:** |

Module Description:

Computer generations (components, classifications, and capabilities); Computer processing (Data representation: binary system. Bit, byte, ASCII coding); Data processing (Flow of control, batch and interactive Processing types); Generations of programming languages; Systems software (DOS, Windows, and Unix/Linux +X Windows); Software packages (MSWord, MS-Excel, Netscape/Explorer, Email packages, telnet, FTP, and the Emacs Text Processor; Introduction to networks and the Internet and the tools for web page construction.

Module Aims:

The aim of this course is to introduce the concepts of information technology and using computer, office and the Internet effectively.

Learning Outcomes:

* Understand all the basic concepts of information technology and its related terminologies
* Have the advanced skills developed for the use of office productivity packages.
* The ability to search through the Internet effectively.
* Ability to fully utilize an e-mail service
* Knowledge of e-Learning and distance education systems and how they work and their benefits.

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| List of Topics | No. of  Weeks | Contact Hours |
| Introduction to information Technology | 2 | 6 |
| Operating Systems (Microsoft Windows© ) | 2 | 6 |
| Word Processing (Microsoft Word©) | 2 | 6 |
| Data Sheets (Microsoft Excel©) | 2 | 6 |
| Presentations (Microsoft Power Point©) | 2 | 6 |
| Databases (Microsoft Access©) | 2 | 6 |
| Internet (Microsoft IE©) | 1 | 3 |
| E/Mails (Microsoft Outlook©) | 1 | 3 |
| E/Learning and Distance Learning | 1 | 3 |

Textbook:

Computer Confluence Concise Edition and CD, George Beekman , Fifth Edition

Prentice Hall , December 6, 2002