**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.
5. Design simple Software with understanding types and functions.
6. Use advanced skills of Computer network.