Computer & Information Technology Course Specification

Course Title: Computer and Information Technology	**Level:** 1st
Course code: 100-2803	**Pre-requisites:** NA
Credit hours: 3	**Contact hours:** 3
Department: Administrative and Financial Programs	**Program:** Human Resource

Course content:

- Computer concept and its various software
- Introduction to computer and its generation
- Computer components
- Network Components
- M.S. office applications

Course objectives:

- To know how to operate the computer and its accessories.
- To know how to manage files in operating systems.
- Knowing how to use word processing applications and other applications.
- To know how to effectively use excess, excel, word, power points applications.
- Knowing how to browse the Internet, work with email, and conduct electronic correspondence.
- To learn how to manage all other functions related to M.S. Office.

Methods of teaching

Electronic Education	Tutorial	Practical	Lecture

Assessment task

Final Exam	Group and Individual Tasks	Practical exams	Mid Exams
50	20	15	15

References:

- O'Leary, T., & O'Leary, L. (2014). Computing Essentials (25th ed.). New York, NY: McGraw-Hill Education.

- White, R. (2014). How Computers Work: The Evolution of Technology (10th ed.). New York, NY: Pearson Education, Que Publishing. Cashman, S. (2013). Microsoft Office 2013: Introductory. London, UK: Course Technology - Cengage Learning.

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