**Course Description**

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| BUST09 | **Course Code** | Computer Skills | **Course Title** |
| 1st  | **Level** | All Programs in University | **Program** |
|  | **Pre-requisites**  | 2 | **Credit Hours** |
| **Course Description:** |
| This course provides a student by basic skills for using computer at studying environment, library, and at home. It presents the knowledge of basic computer and information technology concepts. The course provides the knowledge needed to operate and utilize the operating system and office software package, and to use the computer for Internet access and electronic communication. |
| **Topics Covered:** |
| Computer essentials  | 1 |
| Word processing  | 2 |
| Presentation  | 3 |
| Web browsing and communication services  | 4 |
| Final Practical Exam  | 5 |
| **Course Learning Outcomes:**  |
| **For students undertaking this course, students at the end of this course will be able to:**  |
| Understand the hardware and software components of computer, storage types, computer networks, information and communication technology, and Internet services. | 1 |
| List the steps of creating, deleting, renaming, sorting, copying, moving, changing properties, creating shortcuts, and compressing of files and folders. | 2 |
| Name the most important software utilities and applications of the operating system, antivirus software and their constant updates, and social networking and communication tools**.** | 3 |
| Differentiate among different computer types, storage devices, operating systems, software applications and communication techniques. | 4 |
| Practice the elementary skills of Computer (e.g.: Connect Computer peripherals to CPU, Boot and shut down Computer, open the CPU case to recognize its components)**.** | 5 |
| Perform the basic operations of the operating system, and implement the operations of folders and files (e.g.: Creating, deleting, renaming, sorting, copying, moving, changing properties, creating shortcuts, and compressing). | 6 |
| Practice the most important software utilities and software applications to create, edit, and format document, spreadsheet files and to produce effective multimedia presentations. | 7 |
| Navigate the Internet and download a required information, and carry out the operations of email (e.g.: Create a new email account, Send and receive emails). | 8 |
| Utilize computer for different purposes and write reports required for other courses. | 9 |
| **Textbooks:** |
| UNISCO, ICDL course technology, 2008. | 1 |
| **Course Assessment:** |
| **Mark** | **Assessment Tasks** | **No** |
| 10 | Presence | 1 |
| 10 | Homework/Tasks/Assignments | 2 |
| 10 | Quiz | 3 |
| 10 | Participation | 4 |
| 60 | Final practical Exam | 5 |
| **100** | **Total** |