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

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.

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