

1. Course Name:	
Computer Skills 1	
2. Course Code:	
MUC 104	
3. Semester / Year:	
First	
4. Description Preparation Date:	
1/12/2025	
5. Available Attendance Forms:	
6. Number of Credit Hours (Total) / Number of Units (Total)	
2	
7. Course administrator's name (mention all, if more than one name)	
Lydia Naseer Faraj	
8. Course Objectives	
Course Objectives	By the end of this course, students should be able to: 1. Understand the basic concepts of computers, hardware, and software. 2. Identify the major components and functions of computer systems. 3. Operate common operating systems and graphical user interfaces efficiently. 4. Use word processing, spreadsheet, and presentation software to perform essential office and academic tasks. 5. Develop basic skills for browsing the Internet, using emails, and managing online communication. 6. Recognize common computer problems and apply basic troubleshooting techniques. 7. Appreciate the role of information and communication technology (ICT) in modern life and workplaces.
9. Teaching and Learning Strategies	
Strategy	• Lectures and Presentations: To explain theoretical concepts and system components. • Laboratory Sessions: Hands-on practice using computers and application software. • Class Discussions: To encourage participation and reinforce understanding. • Assignments and Projects: To apply learned concepts to practical tasks. • Quizzes and Exercises: To assess continuous progress and knowledge retention. • Demonstrations: For operating systems, software tools, and network applications.

1. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Define computer concepts, data, and information. Identify computer hardware and software components.	Introduction to Computer	Lecture + Discussion	Short quiz
2	2	Describe computer components, CPU parts, and I/O devices.	Computer Components	Lecture + Lab Demo	Practical observation
3	2	Differentiate between personal computer types and memory units.	Computer Components (continued)	Lecture + Assignment	Assignment submission
4	2	Understand operating systems and graphical interfaces (GUI).	Operating System & Graphical User Interface (GUI)	Lecture + Hands-on practice	Practical task
5	2	Perform common operations in OS (folders, directories, windows).	Operating System (continued)	Lab simulation	Lab work evaluation
6	2	Create and format text documents.	Word Processing	Lecture + Lab practice	Practical test
7	2		First Examination		
8	2	Apply table handling, spell check, and printing in Word.	Word Processing (continued)	Lab work	Practical evaluation
9	2	Use spreadsheets to perform calculations and functions.	Spread Sheet	Lecture + Lab application	Hands-on test
10	2	Apply formulas and print spreadsheets.	Spread Sheet (continued)	Practice + Demo	Practical test
11	2	Create a presentation with slides and transitions.	Presentation Software	Lecture + Lab	Presentation evaluation
12	2	Prepare and present slides using PowerPoint tools.	Presentation Software (continued)	Lab + Peer review	Practical presentation
13	2	Identify concepts of the Internet, LAN/WAN, and browsers.	Introduction to Internet & Web Browsers	Lecture + Demo	Short quiz
14	2	Create and use email accounts; learn collaboration tools.	Communications and Email	Lecture + Lab	Lab activity
15	2		Second Examination		

2. Course Evaluation	
The course evaluation will be based on the following components: • Participation and attendance: 10% • Assignments and practical work: 20% • Quizzes or midterm exam: 20% • Project or presentation: 20% • Final exam (theoretical and practical): 30% Total: 100%	
3. Learning and Teaching Resources	
Required textbooks (curricular books any)	Introduction to Computers by Peter Norton, McGraw-Hill Education.
Main references (sources)	• Shelly, G. B., & Vermaat, M. E. (Latest Edition). Discovering Computers: Fundamentals. Cengage Learning. • Morley, D., & Parker, C. S. Understanding Computers: Today and Tomorrow. Course Technology.
Recommended books and references (scientific journals, reports...)	• O'Brien, J. A., & Marakas, G. M. Management Information Systems. McGraw-Hill. • Long, L., & Long, N. Computers: Understanding Technology. • Selected scientific journals and reports related to IT applications.
Electronic References, Websites	• https://www.computerhope.com/ General computer education and troubleshooting. • https://www.tutorialspoint.com/ Operating systems, MS Office, and Internet tutorials. • https://www.w3schools.com/ Internet and web-related learning resources. • https://support.microsoft.com/ Official Microsoft Office documentation.

Course Description Form