



# Course Outline



<b>Scientific Description</b>	:	General Subjects Department	
<b>Program</b>	:		
<b>Level</b>	:	one	<b>Course No.</b> : CS101
<b>Course Name</b>	:	<b>Introduction to Computer</b>	
<b>Course type</b>	:	practical	
<b>Hours/week</b>	:	2 Hrs.	<b>Total hours</b> : 30

## Course Description:

In this course the students will learn about computer history and its components as a fundamental introduction, which is the theoretical part of the course. Then they will learn how to use Microsoft Windows and Microsoft Word, which is the practical part of the course.

## Course Objectives:

**Upon successful completion of this course the student will be able to:**

1	recognize definition and concepts of computer - hardware and software.
2	use Windows programs - Handling of files.
3	use MS-Word program - paragraph formatting - inserting pictures and formatting - inserting tables and formatting.
4	execute different practical exercises.

## Course Contents

Week No.	Topic
1	General information about the course and distributing the syllabus
2	Computer definition and concepts
3	Computer hardware
4	Computer Software
5	Paragraph formatting – EXAM 1
6	Introduction to Windows
7	Introduction to MS-Word
8	Page properties- text formatting
9	Paragraph formatting
10	EXAM 2
11	Inserting pictures and formatting
12	Inserting tables and formatting
13	printing
14	General review
15	Final EXAM