

## Course Description

<b>Module*</b>	<b>Language*</b>
Information Technology(IT)	English
<b>Academic Year</b>	<b>Semester:</b>
2024-2025	Fall
<b>ECTS:</b>	<b>Prerequisite:</b>
5	-
<b>Course Outcome</b>	
<ul style="list-style-type: none"> <li>• Identify the hardware components of a personal computer system</li> <li>• Students will be able to identify various hardware components used in computers, such as input and output devices and Identify general trends in the development of the different hardware components of a computer</li> <li>• Explain the functions of processing, memory, storage, and communication devices</li> <li>• Realize the significance of each hardware component in processing information</li> <li>• General student knowledge (typing ability, excel, PowerPoint, data analysis, etc.)</li> <li>• Introduction to the internet, e-mails, etc.</li> <li>• Learning scientific software or computer programming depending on the department's requirements.</li> <li>• Analyze Application of programs in computer laboratories.</li> </ul>	
<b>Course Content: *</b>	
<p>General introduction, Hardware component, Microsoft office word, opens Microsoft office word, its windows component, and its functions. Practically studying words window components and their function&amp; standard toolbar. (Home ribbon). Keyboard keys functions (enter, backspace, space bar, shift ...etc.) &amp;formatting bar. Text selection, keyboard shortcut. •Table and border toolbars item. (table options, Sorting) •Drawing toolbars item. •Apply the above practices. Software, Microsoft PowerPoint, open it, PowerPoint window components. Open new slide, slide layout, and how to type in slides. Insert slides, new slide, slide number, diagram, and chart, Design, select slide design, change design, and custom effects. •Use the insert list and make an animation for your slide. • Apply the above practices. Internet, Electronic Spreadsheets – concept, packages, creating, editing, and saving a spreadsheet with MS-EXCEL •Work with a spreadsheet (MS-EXCEL) of in-built Statistical and other functions and writing expressions. Creating Data Analysis option in Tools Menu, Chart wizard, functions (auto sum, average max, minimum, count, and more functions) •Use of Data Analysis Tools – Correlation and Regression, t-test for two samples, Creating Graphs. Apply the above practices.</p>	
<b>References: *</b>	
<ul style="list-style-type: none"> <li>- Microsoft Office 2016 Step by Step, Joan Lambert, and Curtis Frye, Microsoft Press,2015.</li> <li>- Microsoft Office Home and Student 2013 Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, and Microsoft Press 2013</li> <li>- Other computer textbooks, computer magazines, and the internet.</li> </ul>	

**Type of Teaching: \***

2 hours /Theoretical

2 hours /practical

**Requirements For Credit Points: \*****Modules Course Requirements:**

1. Students Attendance in class is important.
2. Discussion in class is required
3. H.W and assignments for each lecture
4. Midterm exam
5. Report
6. quiz

**Grade Distribution: \*****The Grade Requirements**

The Grade is generated from the examination result(s) with the following weights (w):

Continuous Exam :50% , Theory:30%,Practical :20%

Final exam: 50%, Theory :30%and practical:20%, Mid-Term exam: 20%

Homework, quizzes, and other activities in lecture hall and lab: 20%

## Weekly Plan

<b>Module*</b>	
Information Technology(IT)	
<b>Academic Year</b>	<b>Semester:</b>
2024-2025	Fall
<b>ECTS:</b>	<b>Prerequisite:</b>
5	-
<b>Detail</b>	
Week	Detail
1	Introduction, course description, Data, Information, Knowledge, IT, ICT, IS, applications on office word
2	Roles of computers, History of computers, Generations of computer, Types of computers
3	Input unit, Output unit, System unit ,CPU(ALU,CU),
4	Memory(RAM,ROM),Ports and bus,Quiz
5	Software ,Types of software, Language translators, applications on office power point.
6	Computer networking(Internet, Intranet, Extranet
7	Types of networking(PAN,MAN,LAN,WAN)
8	Network topologies. ring, star and bus
9	<b>Mid-Term Exam</b>
10	Network technologies, Advantages of Networking
11	Transmission Media(wired , wireless), applications on Excel
12	Repeater, Hub, Router, Bridge, switch, gateway Dial-Up, DSL, IDSN, Cable , Leased line, ATM
13	Web browser, WWW., FTP, HTML, HTTP, application on Data base
14	IP address, domain name, DNS

## Workload

			Module*
			Information Technology(IT)
<b>Academic Year</b>		<b>Semester:</b>	
2024-2025		Fall	
<b>ECTS:</b>		<b>Total number of credit hour</b>	
5		5*27 = 135	
			<b>Prerequisite:</b>
			-
			Detail
Type	Number	Time Factor	Total
Attendance	12	5hr	12 *5 = 60
Report	1	5hr	1*5 = 5
Mid Term Exam	1	5hr	1*5 = 5
Seminar	2	5hr	2*5 = 10
Class work	3	3hr	5*3 =15
Discussion	5	2hr	5*2 = 10
Quiz	5	2hr	5*2 = 10
Site visit	5	5hr	2*5 = 10
Project	1	5hr	1*5 = 10
			<b>135 hr.</b>