Republic of Yemen

Ministry of Higher Education & Scientific Research

Emirates International University

Faculty of Engineering and Information Technology

Department of Information Technology

Bachelor Program of Information Technology

Course Specification of

Computer skills

Course No. ()

All Rights Reserved,Emirates International University.

Review committee:

Head of the Department

Quality Assurance Head

Dean of Faculty

I. Course Identification and General Information:

1	**Course Title:**	Computer skills			
2	**Course Code & Number:**				
3	**Credit Hours:**	**Credit Hours**	**Theory Hours**		**Lab. Hours**
			Lecture	**Exercise**	
		3	2	--	2
4	**Study Level/ Semester at which this Course is offered:**	1st Level / 1st Semester			
5	**Pre –Requisite (if any):**	None			
6	**Co –Requisite (if any):**	None			
7	**Program (s) in which the Course is Offered:**	All programs (University Requirement Courses)			
8	**Language of Teaching the Course:**	English/Arabic			
9	**Study System:**	Semester Based System			
10	**Mode of Delivery:**	Full Time			
11	**Location of Teaching the Course:**	Depend on the program			
12	**Prepared by:**	Dr. Adnan Almutawkkil			

II. Course Description:

The aim of this course is to give student the fundamentals of computer. It focuses on introduction to computer topics with an emphasis on learning about computer, operating systems, application software, Internet, and applying software using MS Office. The course helps student to learn about the importance of computers and how to use computers.

III. Course Intended Learning Outcomes (CILOs) : **Upon successful completion of the course, students will be able to:**	**Referenced PILOs**	
A. Knowledge and Understanding:	**I, A or E**	

III. Course Intended Learning Outcomes (CILOs) : Upon successful completion of the course, students will be able to:		Referenced PILOs		
a1	Describe basic knowledge of computer topics, operating systems, hardware and software.	I	A1	Demonstrate an understanding of appropriate concepts, theories, mathematical foundations, models and techniques related to Information technology discipline.
a2	Identify the main components of a computer system, including the CPU, memory, storage devices, input/output devices, and operating system.	I	A2	Identify the computing desired needs for different computer-based systems, components, processes and human factors, and consider them during the selection, integration, and administration technologies to meet the organization's goals.
	B. Intellectual Skills:			
b1	Explore the appropriate table and formula using spread sheet.	I	B1	Propose appropriate information technology-based solutions and integrate them effectively into the user and organization environment.
b2	Investigate the impacts of operating systems, application software and Internet on the organization needs.	I	B2	Analyze the impacts of computing on organizational objectives and customer needs, and consider them during the analytical processing, selection, integration, configuration and administration of computer-based systems.
	C. Professional and Practical Skills:			
c1	Perform fundamental computer operations, such as starting up and shutting down a computer, navigating the operating system, managing files and folders.	I	C1	Employ effectively the concepts, principles of computational approaches, computing systems, communication and modern technologies in the problem-solving process.

	III. Course Intended Learning Outcomes (CILOs) : Upon successful completion of the course, students will be able to:	Referenced PILOs		
c2	Use common productivity tools, such as word processors, spreadsheets, and presentation software tools.	I	C2	Use information technology infrastructure approaches and tools to specify, design, implement, develop and document appropriate solutions.
	D. Transferable Skills:			
d1	Work effectively both in a team and independently	I	D1	Work effectively within a team or individually to accomplish a common goal

(A) Alignment of Course Intended Learning Outcomes (Knowledge and Understanding) to Teaching Strategies and Assessment Methods:

	Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
a1	Describe basic knowledge of computer topics, operating systems, hardware and software.	▪ lectures ▪ Interactive class discussions	▪ Written tests (Mid and final Terms) ▪ Quizzes
a2	Identify the main components of a computer system, including the CPU, memory, storage devices, input/output devices, and operating system.	▪ lectures ▪ Presentation ▪ Interactive class discussions	▪ Written tests (Mid and final Terms) ▪ Quizzes

(B) Alignment of Course Intended Learning Outcomes (Intellectual Skills) to Teaching Strategies and Assessment Methods:

	Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
b1	Explore the appropriate table and formula using spread sheet.	▪ lectures ▪ Presentation ▪ Interactive class discussions	▪ Written tests (Mid and final Terms) ▪ Presentations
b2	Investigate the impacts of operating systems, application software and Internet on the organization needs.	▪ Presentation ▪ Interactive class discussions	▪ Written tests (Mid and final Terms) ▪ Written assignments

(C) Alignment of Course Intended Learning Outcomes (Professional and Practical Skills) to Teaching Strategies and Assessment Methods:			
	Course Intended Learning Outcomes	**Teaching Strategies**	**Assessment Strategies**
c1	Perform fundamental computer operations, such as starting up and shutting down a computer, navigating the operating system, managing files and folders.	▪ Presentation ▪ Laboratory based sessions ▪ Problem solving	▪ Written tests (Mid and final Exams) ▪ Oral exams ▪ Practical report
c2	Use common productivity tools, such as word processors, spreadsheets, and presentation software tools.	▪ Presentation ▪ Laboratory based sessions ▪ Problem solving	▪ Written tests (Mid and final Exams) ▪ Oral exams ▪ Practical lab sessions

(D) Alignment of Course Intended Learning Outcomes (Transferable Skills) to Teaching Strategies and Assessment Methods:			
	Course Intended Learning Outcomes	**Teaching Strategies**	**Assessment Strategies**
d1	Work effectively both in a team and independently	▪ Presentation ▪ Directed self- study/ Independent learning ▪ Team work (group learning)	▪ Practical report ▪ Presentations

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	**Introduction**	**Technology in Society** – **Technology in a Global Society** – Impact of Tools of Modern Technology – **Technology Connects Us with Others** **Emerging Technologies and Ethical Computing** – **Artificial Intelligence**	2	4	a1

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		– **Working with Artificial Intelligence and Other Information Technologies** – **Ethical Computing**			
2	**Computer Parts**	**Understanding Digital Components** – **Understanding Your Computer** – Computers Are Data Processing Devices – Types of Computers – **Input Devices** – **Output Devices** **Processing, Storage, and Connectivity** – **Processing and Memory on the Motherboard** – The Motherboard and Memory – Storing Data and Information – **Connecting Peripherals to the Computer** – Computer Ports – **Power Management and Ergonomics** – Power Controls and Power Management – Setting It All Up: Ergonomics	2	4	a2, b2
3	**Using the Internet: Making the Most of the Web's Resources**	**Collaborating and Working on the Web** – **The Internet and How It Works**	2	4	a2, b1, c1

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		– **Collaborating and Communicating on the Web** – Collaborating with Web Technologies – Communicating over the Web – **Conducting Business on the Web** – Conducting Business Online – E-Commerce Safeguards **Using the Web Effectively** – **Accessing and Moving Around the Web** – Web Browsers – URLs, Protocols, and Domain Names – Navigating the Web – **Searching the Web Effectively** – Using Search Engines – Evaluating Websites – **Using the Web Ethically**			
4	**Mid-Term Exam**	– Mid-Term Exam	1	2	a1, a2, b1
5	**Software**	**Accessing, Using, and Managing Software** – **Software Basics** – Application vs. System Software – Distributing Software – **Managing Your Software**	2	4	a2, , b2, c1

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		– Purchasing Software – Installing and Uninstalling Software – Upgrading Software – Software Licenses **Application Software** – **Productivity and Business Software** – Productivity Software – Business Software – **Multimedia and Educational Software** – Digital Multimedia Software – Digital Audio Software – App Creation Software – Educational and Reference Software			
6	**System Software**	**Understanding System Software** – **Operating System Fundamentals** – Operating System Basics – Operating Systems for Personal Use – Operating Systems for Machinery, Networks, and Business – **What the Operating System Does** – The User Interface – Hardware Coordination	2	4	a2, b2, ,c2

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		– Software Application Coordination – **Starting Your Computer** – The Boot Process **Using System Software** – **The Windows Interface** – **File Management** – Organizing Your Files – **Utility Programs** – Windows Administrative Utilities			
7	**Understanding and Assessing Hardware**	**Evaluating Key Subsystems** – **Your Ideal Computing Device** – Moore's Law – Selecting a Computing Device – **Evaluating the CPU Subsystem** – How the CPU Works – Measuring CPU Performance – **Evaluating the Memory Subsystem** – Random Access Memory – Adding RAM **Evaluating Other Subsystems and Making a Decision** – **Evaluating the Storage Subsystem** – Types of Storage Drives – Storage Needs	2	4	a1, b1, ,c2, d1

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		– **Evaluating the Media Subsystems** – Video Cards – Sound Cards – **Evaluating System Reliability and Moving On** – Maintaining System Reliability			
8	**Students' Projects and Presentations**	– Students' Projects and Presentations	2	4	a1,a2, b1,c2, d1
12	**Final Exam**	Final Exam	1	2	a1, a2, b1, b2, c1
Number of Weeks /and Units Per Semester			**16**	**32**	

B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
1	Using Windows: - Using Desktop (GUI): folders and icons - Minimizing, maximizing, & closing windows - Shutting down, and restart computer - Control Panel - Organizing files and folders - Finding files and recycle bin - System information - Installing software - Check Desk, defragmentation, and clean desk - Types of storage devices	2	4	a1, b2, c1
2	Using word processing (MS word or equivalent)	1	2	b2

B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
	- Identifying screen elements - Opening and saving files - Using ribbon and tabs - Open multiple files and switching between them - Closing files and applications - Using helps			
3	Using word processing (MS word or equivalent) - Creating files - Opening files using windows explorer - Inserting, selecting, deleting, and replacing text - Copying and moving text - Formatting (Font, alignments, paragraph format, creating a numbered and a bulleted list …) - Applying text effects and adding symbols - Adding borders and shading around text - Word art and clip art - Drawing objects - Headers, footers, page and section breaks - Insert and edit tables - Merging cells - Converting text to a table	4	8	c2
4	- **Mid-Term Practical Exam**	1	2	b1,b2,c1,c2
5	Using spreadsheet (MS Excel or equivalent) - Entering data in a worksheet - Editing tables - Formatting numbers and dates Resizing and emphasize table elements	2	4	b1,c2
6	Using spreadsheet (MS Excel or equivalent) - Formulas - Functions - Charts	3	6	b1,c2, d1

B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
7	Using presentations (MS Power point or equivalent) - Creating a presentation and views - Edit presentation - Inserting objects - Slide master - Organize presentation - Animation effects - Start a slide show - Printing a presentation	2	6	b1,c2, d1
8	**Final Practical Exam**	1	2	b1,b2,c1,c2
	Number of Weeks /and Units Per Semester	16	**32**	

V. Teaching Strategies of the Course:

- lectures
- Presentation
- Interactive class discussions
- Laboratory based sessions
- Directed self- study/ Independent learning
- Problem solving
- Team work (group learning)

VI. Assessment Strategies of the Course:

- Written tests (Mid and final Exams)
- Quizzes
- Practical lab sessions
- Presentations
- Written assignments
- Oral exams

VII. Assignments:

No.	Assignments	Week Due	Mark	Aligned CILOs (symbols)
1	Assignment 1: write a report using word processing	7	5	a1, b2, c2
2	Assignment 2: create a worksheet with a table, chart and formulas	14	5	b1, c2, d1
3	Assignment 3: Create a presentation about a topic related to computing	15	5	b2, c1, c2
Total			15	

VIII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignments	7,14,15	15	15%	a1, b1, b2, c1, c2, d1
2	Mid-Term Theoretical Exam	8	10	10%	a1, a2, b1, b2, c1, c2
3	Mid-Term Practical Exam	8	5	5%	b1, b2 c1,c2
4	Final Practical Exam	16	20	20%	b1, b2, c1, c2
5	Final Theoretical Exam	16	50	50%	a1, a2, b1, b2, c1
Total			100	100%	

IX. Learning Resources:

1- Required Textbook(s) (maximum two):

1. Kendall E. Martin; Alan D. Evans; Mary Anne Poatsy, 2015, " Technology in action: complete", 12 Edition, Pearson Education.
2. Misty E. Vermaat , Susan L. Sebok , Steven M. Freund, Jennifer T. Campbell , Mark Frydenberg , Discovering Computers: Digital Technology, Data, and Devices, 1st ed, Cengage Learning.

2- Essential References:

IX. Learning Resources:

1. Darrell W Hajek , Cesar Herrera, , Introduction To Computers, , CreateSpace Independent Publishing.

3- Electronic Materials and Web Sites etc.:

Websites:

1. https://pll.harvard.edu/course/cs50s-understanding-technology-0
2. https://www.geeksforgeeks.org/basics-of-computer-and-its-operations/

X. Course Policies: (Based on the Uniform Students' By law (2007)

1	**Class Attendance:** Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	**Tardiness:** A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	**Exam Attendance/Punctuality:** No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	**Assignments & Projects:** Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.
5	**Cheating:** Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	**Forgery and Impersonation:** Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
7	**Other policies:** The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

Faculty of Engineering and Information Technology

Department of Information Technology

Bachelor Program of Information Technology

Course Plan (Syllabus) of

Computer skills

Course No. ()

Information about Faculty Member Responsible for the Course:								
Name of Faculty Member:		**Office Hours**						
Location& Telephone No.:								
E-mail:		SAT	SUN	MON	TUE	WED	THU	

I. Course Identification and General Information:

1	**Course Title:**	Computer skills			
2	**Course Code & Number:**				
3	**Credit Hours:**	**Credit Hours**	**Theory Hours**		**Lab. Hours**
			Lecture	**Exercise**	
		3	2	--	2
4	**Study Level/ Semester at which this Course is offered:**	1st Level / 1st Semester			
5	**Pre –Requisite (if any):**	None			
6	**Co –Requisite (if any):**	None			
7	**Program (s) in which the Course is Offered:**	Bachelor of Information Technology			
8	**Language of Teaching the Course:**	English/Arabic			
9	**Study System:**	Semester Based System			
10	**Mode of Delivery:**	Full Time			
11	**Location of Teaching the Course:**	Faculty of Engineering & Information Technology			
12	**Prepared by:**	Dr. Adnan Almutawkkil			

II. Course Description:

The aim of this course is to give student the fundamentals of computer. It focuses on introduction to computer topics with an emphasis on learning about computer, operating systems, application software, Internet, and applying software using MS Office. The course helps student to learn about the importance of computers and how to use computers.

III. Course Intended Learning Outcomes (CILOs): Upon successful completion of the course, students will be able to:			Referenced PILOs
	A. Knowledge and Understanding:	**I, A or E**	
a1	Describe basic knowledge of computer topics, operating systems, hardware and software.	**I**	**A1**
a2	Identify the main components of a computer system, including the CPU, memory, storage devices, input/output devices, and operating system.	**I**	**A2**
	B. Intellectual Skills:		
b1	Explore the appropriate table and formula using spread sheet.	**I**	**B1**
b2	Investigate the impacts of operating systems, application software and Internet on the organization needs.	**I**	**B2**
	C. Professional and Practical Skills:		
c1	Perform fundamental computer operations, such as starting up and shutting down a computer, navigating the operating system, managing files and folders.	**I**	**C1**
c2	Use common productivity tools, such as word processors, spreadsheets, and presentation software tools.	**I**	**C2**
	D. Transferable Skills:		
d1	Work effectively both in a team and independently	**I**	**D1**

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
1	**Introduction**	**Technology in Society** – **Technology in a Global Society** – **Impact of Tools of Modern Technology** **Emerging Technologies and Ethical Computing**	2	4

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		– **Artificial Intelligence** – **Working with Artificial Intelligence and Other Information Technologies** – **Ethical Computing**		
2	**Computer Parts**	**Understanding Digital Components** – **Understanding Your Computer** – Computers Are Data Processing Devices – Types of Computers – **Input Devices** – **Output Devices** **Processing, Storage, and Connectivity** – **Processing and Memory on the Motherboard** – The Motherboard and Memory – Storing Data and Information – **Connecting Peripherals to the Computer** – Computer Ports – **Power Management and Ergonomics** – Power Controls and Power Management – Setting It All Up: Ergonomics	2	4
3	**Using the Internet: Making the Most of the Web's Resources**	**Collaborating and Working on the Web** – **The Internet and How It Works**	2	4

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		– **Collaborating and Communicating on the Web** – Collaborating with Web Technologies – Communicating over the Web – **Conducting Business on the Web** – Conducting Business Online – E-Commerce Safeguards **Using the Web Effectively** – **Accessing and Moving Around the Web** – Web Browsers – URLs, Protocols, and Domain Names – Navigating the Web – **Searching the Web Effectively** – Using Search Engines – Evaluating Websites – **Using the Web Ethically**		
4	**Mid-Term Exam**	– Mid-Term Exam	1	2
5	**Software**	**Accessing, Using, and Managing Software** – **Software Basics** – Application vs. System Software – Distributing Software – **Managing Your Software** – Purchasing Software	2	4

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		– Installing and Uninstalling Software – Upgrading Software – Software Licenses **Application Software** – **Productivity and Business Software** – Productivity Software – Business Software – **Multimedia and Educational Software** – Digital Multimedia Software – Digital Audio Software – App Creation Software Educational and Reference Software		
6	System Software	**Understanding System Software** – **Operating System Fundamentals** – Operating System Basics – Operating Systems for Personal Use – Operating Systems for Machinery, Networks, and Business – **What the Operating System Does** – The User Interface – Hardware Coordination – Software Application Coordination	2	4

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		– **Starting Your Computer** – The Boot Process **Using System Software** – **The Windows Interface** – **File Management** – Organizing Your Files – **Utility Programs** – Windows Administrative Utilities		
7	**Understanding and Assessing Hardware**	**Evaluating Key Subsystems** – **Your Ideal Computing Device** – Moore's Law – Selecting a Computing Device – **Evaluating the CPU Subsystem** – How the CPU Works – Measuring CPU Performance – **Evaluating the Memory Subsystem** – Random Access Memory – Adding RAM **Evaluating Other Subsystems and Making a Decision** – **Evaluating the Storage Subsystem** – Types of Storage Drives – Storage Needs – **Evaluating the Media Subsystems** – Video Cards	2	4

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
		– Sound Cards – **Evaluating System Reliability and Moving On** – Maintaining System Reliability		
8	**Students' Projects and Presentations**	– Students' Projects and Presentations	2	4
12	**Final Exam**	Final Exam	1	2
Number of Weeks /and Units Per Semester			**16**	**32**

B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Week Due	Contact Hours
1	Using Windows: - Using Desktop (GUI): folders and icons - Minimizing, maximizing, & closing windows - Shutting down, and restart computer - Control Panel - Organizing files and folders - Finding files and recycle bin - System information - Installing software - Check Desk, defragmentation, and clean desk Types of storage devices	2	4
2	Using word processing (MS word or equivalent) - Identifying screen elements - Opening and saving files - Using ribbon and tabs - Open multiple files and switching between them - Closing files and applications Using helps	1	2
3	Using word processing (MS word or equivalent)	4	8

B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Week Due	Contact Hours
	- Creating files - Opening files using windows explorer - Inserting, selecting, deleting, and replacing text - Copying and moving text - Formatting (Font, alignments, paragraph format, creating a numbered and a bulleted list …) - Applying text effects and adding symbols - Adding borders and shading around text - Word art and clip art - Drawing objects - Headers, footers, page and section breaks - Insert and edit tables - Merging cells - Converting text to a table		
4	**Mid-Term Practical Exam**	1	2
5	Using spreadsheet (MS Excel or equivalent) - Entering data in a worksheet - Editing tables - Formatting numbers and dates Resizing and emphasize table elements	2	4
6	Using spreadsheet (MS Excel or equivalent) - Formulas - Functions - Charts	3	6
7	Using presentations (MS Power point or equivalent) - Creating a presentation and views - Edit presentation - Inserting objects - Slide master - Organize presentation	2	6

B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Week Due	Contact Hours
	- Animation effects - Start a slide show - Printing a presentation		
8	**Final Practical Exam**	1	2
	Number of Weeks /and Units Per Semester	16	**32**

V. Teaching Strategies of the Course:

- lectures
- Presentation
- Interactive class discussions
- Laboratory based sessions
- Directed self- study/ Independent learning
- Problem solving
- Team work (group learning)

VI. Assessment Strategies of the Course:

- Written tests (Mid and final Exams)
- Quizzes
- Practical lab sessions
- Presentations
- Written assignments
- Oral exams

VII. Assignments:

No.	Assignments	Week Due	Mark
1	**Assignment 1: write a report using word processing**	7	5
2	**Assignment 2: create a worksheet with a table, chart and formulas**	14	5

VII. Assignments:

No.	Assignments	Week Due	Mark
3	Assignment 3: Create a presentation about a topic related to computing	15	5
Total			15

VIII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Assignments	7,14,15	15	15%
2	Mid-Term Theoretical Exam	8	10	10%
3	Mid-Term Practical Exam	8	5	5%
4	Final Practical Exam	16	20	20%
5	Final Theoretical Exam	16	50	50%
Total			100	100%

IX. Learning Resources:

1- Required Textbook(s) (maximum two):

1. Kendall E. Martin; Alan D. Evans; Mary Anne Poatsy, 2015, " Technology in action: complete", 12 Edition, Pearson Education.
2. Misty E. Vermaat , Susan L. Sebok , Steven M. Freund, Jennifer T. Campbell , Mark Frydenberg , Discovering Computers : Digital Technology, Data, and Devices, 1st ed, Cengage Learning.

2- Essential References:

1. Darrell W Hajek , Cesar Herrera, , Introduction To Computers, , CreateSpace Independent Publishing.

3- Electronic Materials and Web Sites etc.:

Websites:

1. https://pll.harvard.edu/course/cs50s-understanding-technology-0
2. https://www.geeksforgeeks.org/basics-of-computer-and-its-operations/

	X. Course Policies: (Based on the Uniform Students' By law (2007)
1	**Class Attendance:** Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	**Tardiness:** A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	**Exam Attendance/Punctuality:** No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	**Assignments & Projects:** Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.
5	**Cheating:** Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	**Forgery and Impersonation:** Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
7	**Other policies:** The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.