



# **IT INFORMATION TECHNOLOGY**

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# Course Description

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- Nowadays, computers play a major role in the development of science and human life. Computers have changed the world of education, business, industry, and various sciences. Today, having computer skills in both theoretical and practical aspects is essential for use in life, work, and education.
- In this course, we teach the fundamental concepts and skills of computers (Office package).



# Topics

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- Windows 8 -3week
- Word 2016 -3week
- Excel 2016 -4week
- PowerPoint 2016 -1week
- Internet -1week

# Teaching Method

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- Theoretical and practical model
- Video lectures with presentations
- Class exercises:
  - Individual
  - Team
- Assignments

# Assessments

- Attendance – 5%
- Class activities and assignments – 10%
- Project – 15%
- Midterm exam – 20%
- Final exam – 50%

**Note:** You will fail if you have more than five absences or score less than 60 points!



# Expectations

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- Be active in class activities
- Turn off or silence your phone during the lecture
- Maintain discipline
- Be on time
- Follow the rules



# Thank you

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