

Computer Skills - CPIT 100

Course Title	English Code / No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
Computer Skills	CPIT 100	1	3	-	3
Pre-requisites:	None				

Brief contents, to be posted in university site and documents(4-5 lines):

This course aims to provide the students with advanced skills to operate and make use of a personal computer in different environments such as in academia, in business, and at home. The course introduces the students to the main concepts and terminologies of information technology, and equipped them with the knowledge to administer one of widely-used operating systems. The course also aims to provide the students with the practical skills to utilize an office productivity package for different purposes. The course will prepare the students to new learning methodologies, namely distance learning and e-learning. The delivery of the course contents will be based on a hands-on approach

Contents :

- o Introduction to information Technology
- o Operating Systems (Microsoft Windows©)
- o Word Processing (Microsoft Word©)
- o Data Sheets (Microsoft Excel©)
- o Databases (Microsoft Access©)
- o Presentations (Microsoft Power Point©)
- o Internet (Microsoft IE©)
- o E-Mails (Microsoft Outlook©)
- o E-Learning and Distance Learning

Course Outcomes :

Upon finishing this course, the student should :

- o Understand all the basic concepts of information technology and its related terminologies.
- o Have the advanced skills developed for the use of office productivity packages.
- o The ability to search through the Internet effectively.
- o The ability to fully utilize an e-mail service.
- o Knowledge of e-learning and Distance Learning systems and how they work and their benefits.

Text book: Only one :

“Computer Skills,” Prepared by Computer Skills Unit, Fourth Edition.

Course Calendar

Section	Time Needed
Introduction to Info. Technology	1
Operating Systems	1
Word Processing	3
Data Sheets	2
Databases	3
Presentations	1
Internet (Microsoft IE®)	1
E-Mails (Microsoft Outlook®)	1
E-Learning and Distance Learning	1
Total	14 weeks

Detailed Course Contents

Introduction to Information Technology

1. Identifying Computer's Components and Generations
2. Computer Hardware and Measuring Units
3. Computer Software
4. Computer Networks and The Use Of Telephone Networks
5. Information Technology Concepts , Remote Working , and Electronic Commerce
6. Information Technology Security

Computer's Operating Systems (Windows)

1. Starting and Closing The System
2. Working With Windows, Icons, Desktop, and Task Bar
3. Changing Desktop Properties (Wallpaper, Screen Saver and Color Scheme)
4. Creating Files, Folders, Working With Diskettes and Desktop Symbols Contents
5. Viewing System Properties, Different Views of Files, Searching and Closing Them
6. Date and Time Setting, Control Panel, System Language
7. Audio and Mouse Setting, Folders Properties and Compression
8. Printer Setting and Applying
9. The Use of System Tools (Backup, Disk Cleanup and Scanning)
10. Types of Viruses and An Overview on Notepad Application (Words Editor)

Word Processing (MS- Word)

11. Starting The Program, Creating and Saving New Document, Writing and Formatting Text
12. Shortcuts Commands (Undo, Redo, Find and Replace)
13. View Types and Working With Toolbars
14. Page Header and Footer and Inserting Page Breaks , Symbols and Bookmarks
15. Inserting Pictures, Charts, Wordart, and Auto-Shapes
16. Move/Copy Objects With Different Opened Documents
17. Inserting Comments and Formatting Paragraph Borders
18. Bullets and Numbering and Drop Caps
19. Formatting Text and Text Tools
20. Inserting and Formatting Tables and Properties
21. Formatting Table Texts, Mail Merge and Creating New Document Using Templates



Spreadsheets (MS-Excel)

1. Starting The Program, Screen Contents , Work Sheet, Writing Texts and Numbers
2. Formatting Tables, Text , Copy/Move Cells Into Spreadsheet
3. Opening and Saving New Book , Working With Multiple Books At The Same Time
4. Working With Toolbars, Inserting Rows and Columns
5. Auto Fill, Search and Replace and Sheet Commands
6. Applying Arithmetic Operations and Equations
7. Computing Percentages and Sorting Cells
8. Formatting Cells (Numbers, Margins, Fill, and Adjusting)
9. Inserting , Formatting and Working With Charts
10. Setting Page Properties and Page Breaks
11. Printing and Programs Options

Database (MS-Access)

12. Starting The Program, Opening a New Database and Screen Contents
13. Creating and Designing a Database Table
14. Working With Records and Fields
15. Types of Data , Field Property and Searching Inside Fields
16. Working With Tables (Formatting , Printing and Relationships)
17. Creating and Designing Forms and Linking Them With Tables
18. Arithmetic Operation With Form's Fields
19. Operations on Records and Printing Settings
20. Creating and Designing Queries and Setting/Printing Criteria
21. Creating and Designing Reports , Printing and Setting

Presentations (MS-PowerPoint)

22. Starting The Program, Saving and Creating Titles Text
23. Working With Slide Texts
24. Saving Presentation With Different Types
25. Inserting Slide and Adding Auto-shapes, Charts and Pictures
26. Drawing Objects and Inserting Slides From File
27. Operations on Slides and Charts, Inserting Animation and Slides Transitions
28. Changing Bullets and Numbering , Headers and Footer and Outlines
29. Setup Shows, Printing and Program Options

Internet (MS-Internet Explorer)

30. Introduction to Internet
31. Internet Network
32. Recommendations to Internet Users
33. Important Networks and Internet Terminology and Some Basic Concepts
34. Installing and Starting The Program and Connecting With Network
35. Searching, Printing, Copying Site Contents and Saving The Sites on The Computer
36. Viewing List of Addresses and History and Program Options
37. Creating and Working With E-Mail
38. Working With E-Mail Messages (Move and Delete)

E-mail (MS-Outlook)

39. Setup the program and creating mail account
40. Receiving and viewing letters and replying
41. Attaching file with letter and opening it and working with folders
42. Working with letters (flags, copy/delete)
43. Instructions, toolbars, spelling and grammar
44. Working with address book (adding addresses to letters)
45. Sorting, searching, printing and adding new e-mail account

E-Learning and Distance Learning

46. Introduction to E-Learning
47. Concepts of E-Learning
48. Direct E-learning
49. Computer-Based E-Learning
50. Dimensions of E-Learning
51. Benefits of E-Learning
52. Characteristics of E-Learning Systems
53. Components of E-Learning Management System
54. Virtual Classes
55. Interaction within Virtual Classes
56. E-Learning Systems
57. E-Learning and the Internet
58. E-Courses Design Tools

Exams Procedures

Paper-Based Exams

For each paper-based exam, the course coordinator prepares a bank of questions to be distributed to faculty members. The bank is built as follows:

- Questions with a high level of difficulty.
- Questions with a medium-level of difficulty.
- Questions with a simple level of difficulty.

The question will be given to the faculty members through periodical meetings or through direct contact with the course coordinator. The faculty members prepare the paper-based exam for each section by selecting questions from the bank mentioned above, as follows:

- 5 Questions with a high level of difficulty
- 10 Questions with a medium-level difficulty
- 5 Questions with a simple level difficulty

After grading the paper-based exam of each section, the faculty members should send the exam sample and the grades to the course coordinator within a week of the exam date.

Practical Exams

For each of the practical exams, the course coordinator should prepare a bank of questions to be distributed to faculty members.

The faculty members compile the exam from those questions pre as follows:

- The first practical Exam:
 - One question on operating system (5 marks).
 - One question on word processing (10 marks).
- The second practical exam:
 - One question on spreadsheets (9 marks).
 - One question on database (6 marks).
- The Final practical Exam:
 - One exam on presentations (10 marks)
 - One question on e-mail (5 marks)

The faculty members should supervise the practical exam at the lab and log the grades after the students have done what is required on the PC.