

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 :

“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)

1. Starting The Program· Creating and Saving New Document· Writing and Formatting Text
2. Shortcuts Commands (Undo· Redo· Find and Replace)
3. View Types and Working With Toolbars
4. Page Header and Footer and Inserting Page Breaks · Symbols and Bookmarks
5. Inserting Pictures· Charts· Word art· and Auto-Shapes
6. Move/Copy Objects With Different Opened Documents
7. Inserting Comments and Formatting Paragraph Borders
8. Bullets and Numbering and Drop Caps
9. Formatting Text and Text Tools
10. Inserting and Formatting Tables and Properties
11. 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)

1. Starting The Program· Opening a New Database and Screen Contents
2. Creating and Designing a Database Table
3. Working With Records and Fields
4. Types of Data · Field Property and Searching Inside Fields
5. Working With Tables (Formatting · Printing and Relationships)
6. Creating and Designing Forms and Linking Them With Tables
7. Arithmetic Operation With Form's Fields
8. Operations on Records and Printing Settings
9. Creating and Designing Queries and Setting/Printing Criteria
10. Creating and Designing Reports · Printing and Setting

Presentations (MS-PowerPoint)

1. Starting The Program· Saving and Creating Titles Text
2. Working With Slide Texts
3. Saving Presentation With Different Types
4. Inserting Slide and Adding Auto-shapes· Charts and Pictures
5. Drawing Objects and Inserting Slides From File
6. Operations on Slides and Charts· Inserting Animation and Slides Transitions
7. Changing Bullets and Numbering · Headers and Footer and Outlines
8. Setup Shows· Printing and Program Options

Internet (MS-Internet Explorer)

1. Introduction to Internet
2. Internet Network
3. Recommendations to Internet Users
4. Important Networks and Internet Terminology and Some Basic Concepts
5. Installing and Starting The Program and Connecting With Network
6. Searching· Printing· Copying Site Contents and Saving The Sites on The Computer
7. Viewing List of Addresses and History and Program Options
8. Creating and Working With E-Mail
9. Working With E-Mail Messages (Move and Delete)

E-mail (MS-Outlook)

1. Setup the program and creating mail account
2. Receiving and viewing letters and replying
3. Attaching file with letter and opening it and working with folders
4. Working with letters (flags· copy/delete)
5. Instructions· toolbars· spelling and grammar
6. Working with address book (adding addresses to letters)
7. Sorting· searching· printing and adding new e-mail account

E-Learning and Distance Learning

1. Introduction to E-Learning
2. Concepts of E-Learning
3. Direct E-learning
4. Computer-Based E-Learning
5. Dimensions of E-Learning
6. Benefits of E-Learning
7. Characteristics of E-Learning Systems
8. Components of E-Learning Management System
9. Virtual Classes
10. Interaction within Virtual Classes
11. E-Learning Systems
12. E-Learning and the Internet
13. 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, as follows:

o **The first practical Exam:**

- One question on operating system (5 marks).
- One question on word processing (10 marks).

o **The second practical exam:**

- One question on spreadsheets (9 marks).
- One question on database (6 marks).

o **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.