Syllabus

Course Name:

Computer Skills and Applications

Course Code:

CSC-001

Prerequisite:

None

Credit:

4-0-0-3

Learning Objectives:

Upon successful completion, students will be able to:

- Demonstrate knowledge of basic computer literacy terminology. Research and analyze online information.
- Use e-mail to contact instructor and other students.
- Access course materials, assignments, exams, etc. using online course management system.
- Use word processing software to develop documents.
- Use spreadsheet software to develop formulas, functions, and charts.
- Use database software to develop tables, forms, reports, and queries to understand data.
- Storage and business applications such as filters and sorts.
- Use presentation software to create animated and visual presentations

Text book:

Introduction to Computer and Internet

by Abdullah bin Abdulaziz Al-Mosa, First Edition, 1430 - 2009

Grading:

1) First Exam 25%
2) Second Exam 25%
3) Final Exam 50%

Course Topics:

- Concepts of Information Technology
- Using the computer and Managing files
- Microsoft word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Information and Communication

Course Calendar

Week #	Subjects
1	**Chapter 1: Concepts of Information Technology:** **Introduction, Computer Hardware 3 – 7** **Unit Measurements11 - 13** **Computer Software 14 – 17**
2	**Computer Networks 18 – 22** **Uses of telephone Networks 23 – 24** **Information Technology 25 – 29** **protection (Viruses, types,…) 40 – 43**
3	**Chapter 2: Using the computer and Managing files:** **Introduction, switching on/off the system 47 – 50** **Arranging opened windows 51 – 53** **Desktop icons 54 – 58** **Terminologies in of operations on Files 65 – 68** **Ways of running files and Programs 69 – 71** **Formatting Floppy Disk 72 – 76**
4	**Files and Folders 82 – 84** **Requesting about Hardware devices specifications 85 – 89** **Searching 90 – 93** **Settings 96 – 101** **Clearing lists adding / Removing Programs 106 – 110** **Printers 111 - 118**
5	**Chapter 3: Microsoft word** **Introduction 133 – 135** **Commands 148 – 153** **Inserting 158 – 169**
6	**Inserting 175 – 178** **Formatting 179 – 189** **Inserting Tables and formatting 195 – 202**
7	**Chapter 4: Microsoft Excel** **Introduction 209 – 211** **Writing Text and Numbers on cells 212 – 218** **Freeze Panes 225 – 228** **Fill Format and Text 232 – 235**

8	**Apply Calculator operation on Cells 244 – 247** **Functions 248 – 257** **Formatting 262 – 273**
9	**Chapter 5: Microsoft Access** **Introduction 293 - 295** **Design/Create database tables 296 – 300** **Entering data and operations on tables 301 – 304** **Data types and field properties 309 – 314**
10	**Operations on Records 321 - 325** **Create a Relationship 332 - 334** **Apply calculations on form fields 351 -353**
11	**Operations on Records 354 - 357** **Create a Query 361 - 365** **Rules or Criteria of Query 366 - 370**
12	**Chapter 6: Microsoft PowerPoint** **Introduction 393 – 395** **Adding a new slide 404 - 406** **Inserting 407 – 413** **Animation 424 – 427**
13	**Chapter 7: Information and Communication** **Introduction 471 - 475** **Basic Concepts 464 – 470** **Connect to the Internet 472 – 475** **Searching 476 - 478** **Creating an electronic mail 495 - 499**