

214CSC Computer Applications

Course webpage: www.214cs.jimdo.com

Background Questionnaire:

<http://freeonlinesurveys.com/rendersurvey.asp?sid=54bau6y8wusf90q869715>

Course objectives:

To be fully competent in the use of a personal computer and common computer applications and to know the essential concepts of IT.

Course outline:

In this lecture/tutorial course, students will be introduced to the following topics:

Module 1 – Concepts of Information Technology (IT)

Module 2 – Using the Computer and Managing Files

Module 3 – Word Processing

Module 4 – Spreadsheets

Module 5 – Presentation

Module 6 – Information and Communication

Module 1: Basic Concepts of Information Technology (IT)

Requires the student to know about the basic physical make-up of a personal computer and understand some of the basic concepts of Information Technology (IT) such as data storage and memory, the context for computer-based software applications in society, and the uses of information networks within computing. Appreciate how IT systems are found in everyday situations and how personal computers can affect health. Be aware of some of the security and legal issues associated with computers.

Module 2: Using the Computer and Managing Files

Requires the student to demonstrate knowledge and competence in using the basic functions of a personal computer and its operating system and to operate effectively within the desktop environment. Be able to manage and organise files and folders and know how to copy, move and delete files and folders. Demonstrate the ability to work with desktop icons, manipulate windows, use search student features, simple editing tools and printing facilities.

Module 3: Word Processing

Requires the student to demonstrate the ability to use a word processing application on a personal computer. Understand and be able to accomplish basic operations associated with creating, formatting and finishing a document ready for distribution. Demonstrate competence in using some of the more advanced features in word processing such as creating standard tables, using pictures and images, importing objects and using mail merge tools.

Module 4: Spreadsheets

Requires the student to understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer. Understand and be able to accomplish basic operations associated with developing, formatting and using a

spreadsheet. Be able to accomplish standard mathematical and logical operations using basic formulas and functions. Demonstrate competence in using some of the more advanced features of a spreadsheet such as importing objects, and creating graphs and charts.

Module 5: Presentation

Requires the student to demonstrate competence in using presentation tools on a personal computer. Be able to accomplish basic tasks such as creating, formatting and preparing presentations for distribution and display. Demonstrate the ability to create a variety of presentations for different target audiences or situations, to accomplish basic operations with graphics and charts and to use various slide show effects.

Module 6: Web Browsing and Communication

This section is divided in two sections. The first section, Information, requires the student to accomplish basic Web search tasks using a Web browser and available search engine tools, to bookmark search results and to print Web pages and search reports. The second section, Communication, requires a demonstration of their ability to use electronic mail to send and receive messages, to attach documents or files and to organise and manage message folders or directories within e-mail software.

Recommended Reading

- *Computing Essentials 2011*, Complete Edition, By Timothy J. O'Leary, Linda I. O'Leary. McGraw-Hill.
- *Computer Concepts*, By June Jamrich Parsons & Dan Oja. Cengage Learning.
- *Easy Computer Basics*, By Michael Miller. Pearson Education.
- *Introduction to Computers*, By Peter Norton. McGraw-Hill Technology Education.
- *Microsoft Office 2007: Introductory Concepts and Techniques*, By Gary B. Shelly, Misty E. Vermaat, Thomas J. Cashman.

Mode of delivery

The module is delivered through combination of lectures, interactive group work, hands-on tutorials and directed self-study.

Assessment Plan

The course is assessed by a combination of participation in activities and exams (written & practical).

60% In-terms & class work

1st in-term: 6/04/2011 Wed. 1:00-2:00 pm

2nd in-term: 25/05/2011 Wed. 1:00-2:00 pm

1st In-term Exam: 20 pts. 2nd In-term Exam: 20 pts. Class work: 20 pts.

40% Final

Date: to be confirmed

Useful Links

Online tutorials:

<http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

<http://www.gcfllearnfree.org/computers>

<http://www.baycongroup.com/tutorials.htm>

English E-books:

<http://www.free-itebooks.com/>

<http://www.4shared.com/dir/6690136/67080214/sharing.html>

Arabic e-books:

<http://www.kutub.info/library>

<http://books.arabsbook.com/>

Typing practice:

<http://www.sense-lang.org/typing/>

Online dictionary for computer terms:

<http://www.techterms.com/>

<http://www.webopedia.com/>

Contact:

Dr. Hind M. Alotaibi

Office: Building 19/ Room 410, Olaishah's Campus

hialotaibi@ksu.edu.sa

<http://faculty.ksu.edu.sa/hindalotaibi/default.aspx>

+966553208110

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