



## Course Syllabus

1.	Course Number	Tec 140
2.	Title	Computer Skills
3.	Level	Preparation year
4.	Credit Hours	3
5.	Semester	First semester 1432/1433 - 2011/2012
6.	Department	Computer Science.
7.	Module Leader	<b>Ahmad O. Aseeri</b> E-mail: ahmadaseeri1@gmail.com
8.	Accredited by	None
9.	Pre-requisite	None

### ✓ The Plan:

This Module aims to give the students a basic familiarity (literacy) with computers and their appropriate devices, further more to gain the necessary deep knowledge how to use these devices. This Module will also train the students practically on Microsoft Office Components such as: Word, Power Point, Excel and Access, and introduces the students to information and communication such as internet browser and e-mail.

### ✓ Learning Outcomes:

During this semester, subjects that will be taught are:

1. Demonstrate knowledge & understanding of:
  - A range of basic uses of (Basic Concepts of **ICT: Information and Communication Technology**) both in academic context and in more general usage.
  - The principles of the way in which a personal computer and its peripheral devices conjoint work. Hardware, Software and Networking.
2. The necessary skills of computer usage and dealing with the operating system "Windows".
3. Deep understanding and dealing with a particular data processing program "Microsoft Word".
4. Deep understanding and dealing with a particular work sheets program "Microsoft Excel" such create and populate a spreadsheet to perform basic laboratory calculations and graphs. Utilize spreadsheets to assess questionnaire data.
5. Deep understanding and dealing with a particular presentations program "Microsoft PowerPoint" such create and design charts and templates, layouts, slide transition.
6. Deep understanding and dealing with internet browsers such Internet Explorer or Firefox, with adjusting basic settings, accessing to address, search engines, creating a bookmark, printing his documents out, using the electronic mail, and organizing e-mail messages.

7. Deep understanding and dealing with a particular databases program such “Microsoft Access”.

✓ **Skills:**

In the end of this semester, we are expected that students will be able to:

1. Identify which software application should be used to address a particular problem.
2. Identify deep basics ICT skills and recognize the need to develop their skills further.
3. Identify some of the ways in which e-learning can supplement more traditional learning and teaching strategies.
4. Perform basic skills in a range of software including: the Windows operating system, a data processing, spreadsheet, database, web browser, E-mail and presentation graphics software.
5. Perform some more advanced skills in each of the applications that are listed.
6. Manage their own learning and development including the management of resources and time.

✓ **Learning method:**

Weekly lectures combined with intensive practical training.

✓ **Written examinations:**

- **6 Examinations;** one examination after finishing each module. One hour is determined for each exam.

Exam	Material included	Marks	Date
Module 01 Exam	Basic Concepts of IT	10	End of the 2 <sup>th</sup> week,
Module 02 Exam	Microsoft Windows	10	End of the 4 <sup>th</sup> week,
Module 03 Exam	Microsoft Word	10	End of the 6 <sup>th</sup> week,
Module 04 Exam	Microsoft Excel	10	End of the 9 <sup>th</sup> week,
Module 05 Exam	Microsoft PowerPoint	10	End of the 11 <sup>th</sup> week,
Module 06 + Module 07 Exam	(Web Browsing & Communication) & (Microsoft Access)	10	End of the 13 <sup>th</sup> week,
Final Exam		<b>40</b>	To be announced later on

- **Final Exam;** 2 hours examination time length ☺

✓ **Learning Materials:**

- (ECDL-F) The European Computer Driving Licence Foundation, Cheltenham Courseware Ltd.:  
<http://cheltenhamcourseware.com>
- Introduction to Computers and Information Systems, Larry Long, 5<sup>th</sup> edition – Internet Edition, Prentice Hall Int. 1997