[Computer skills] Syllabus

[The first and second Semester of the academic year 2018-2019]

# Instructor Information

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| --- | --- | --- |
| Instructor | Email | Office Location & Hours |
| [Dr. Mohammed Keshk] | [Keshek@scs-net.org] | [Laïque , Saturday,14:30-18:00] |

# General Information

## Description

The course aims to develop the students’ skills in using all kinds of computers and networks. It provide them with solid knowledge of basic concepts on information technology, computer, communication networks components, data communication and computer use in everyday life. It gives them also sufficient knowledge on how to deal with PCs and network peripherals, and to identify the functions of computer operating systems and file management systems, as well as on information and network security.

## Expectations and Goals

Teaching the students how to:

1. Use information technology and **apply** software **for** educational purposes and **daily situations.**
2. Use information networks and search engines to gather informat**ion.**
3. **Prepare** presentations **through applying** PowerPoint program **and** professional**ly** **type and edit documents** in the**.**
4. Communicate using Internet and **e-mail services.**
5. **Adhere to** security **regulations** related to **using** computers.

## Language(s) of Instruction:

## Textbook(s) Language(s)

## Teaching Language: Arabic

**Books and educational materials :**(lectures notes) (Slides).

## Required Text

1. Computer skills. Dr. Rakan Razouk, d. Lama Youssef, d. Madeleine Abboud and others. C. P. S. Ministry of Higher Education, 2015-2016.
2. Catherine LaBerta. Computers Are Your Future, 12 Ed. Pearson Education, Inc. Publishing as Prentice Hall, 2012

# Course Schedule

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| --- | --- | --- | --- | --- |
|  | Week | Topic | Reading | Exercises |
| 1 | the week 1 | Defining computer skills courseDefining the basics of information technology, generations and types of computer | The first lecture | Introduction to the computer and its components |
| 2 | the week 2 | PC main parts - physical componentSystem unit | The second lecture | Introducing and dealing with the Windows system. |
| 3 | the week 3 | Main Memory Unit | The third lecture | Handle and manage files and applications in Windows system |
| 4 | the week 4 | Storage units | Fourth Lecture | Word Processor (Microsoft Word): Display types-formats |
| 5 | the week 5 | Input tools | The fifth lecture | Word Processor (Microsoft Word): Insert and format tables |
| 6 | the week 6 | Output tools | The sixth lecture | Presentation Software (Microsoft Power-Point) |
| 7 | the week 7 | Counting systems - decimal system - binary | The seventh lecture |  |
| 8 | the week 8 | Hexadecimal system Combinations, multiplication and representation of numbers - Positive and negative - and coding codes | The eighth lecture | Set issues on combination and multiplicationAnd convert negative and positive numbers |
| 9 | the week 9 | Programmatic Component: Operating Systems | The ninth lecture | Program of electronic tablesMicrosoft Excel |
| 10 | the week 10 | Data and network communication | The tenth lecture |  |
| 11 | the week 11 | Internet | The 11th lecture | Network Browsers |
| 12 | the week 12 | Information Security | The Twelfth Lecture | Applications how to create password, encryption, data compression. Antivirus software, firewall software |
| 13 | the week 13 | IT applications in daily life | The thirteenth lecture | Internet and information search |
| 14 | the week 14 | General Review |  | Training on the final practical exam |
| 15 | the week 15 | Final examination |  |  |

# Testing Schedule

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| --- | --- | --- | --- | --- | --- | --- |
| test | Date | Subject | Reading | Type | language | % of final grade |
| Quizz 1 | Week 5 | Lecture 1-5 | All | MCQ/written | Arabic | 10 |
| Quizz 2 | Week 11 | Lecture 6-10 | All | MCQ/written | Arabic | 10 |
| Practical examination | Week 14 | Computer Training |  |  | Arabic | 20 |
| final exam | Week 15 | Lecture 1-12 | All | MCQ | Arabic | 60 |

# General notes:

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