

Computer Skills  
(Computer Skills PCOM-113)

2 Credits Hours

1437-1438

Text book

Theoretical:- Compiled from

Go! With Computer Concepts Getting Started Shelley Gaskin and Zackary Hubbard

Technology in Action Eighth Edition Alan Evans, Kendall and Mary Anne Poatsy

Practical:-Compiled from

Go! With Microsoft® office 2016 Volume 1 Shelley Gaskin ,Alicia Vargas, Nancy Graviett and Debra Geoghan

Course Coordinator: Khaled Odeh

**Evaluation System:**

Evolution of the students at computer skills PCOM-113 includes:

Grades are distributed as the following :

ACTIVITIES	POINTS
Theoretical Midterm EXAM	20%
Practical Midterm Exam	20%
HOMEWORK & QUEZES	5%
Self - Learning project.	5%
Lab assignments.	10%
Practical FINAL EXAM	20%
Theoretical FINAL EXAM	20%
TOTAL	100%

**Letter Grade**

The letter grades derived from the course mark and will based on the performance of the in the above exams and assignments as the following:

A+	A	B+	B	C+	C	D+	D	F
95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	60 >

<u>Week 1</u>		To cover		hours	To note	day	Exam & Quizzes Dates
chapter		practical	theoretical				
practical	theoretical						
Windows10	Define Computer and Identify the Four Basic Computing Functions	Explore windows 10Environment-sign out of windows10 Turn off your Computer and Manage User Accounts	Define Computer and Identify the Four Basic Computing Functions	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 2</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical						
Windows 10	Identify the Different Types of Computers	Managing Your Windows 10 System-Create Rename and Copy Files and Folders	1)Desktop Computers 2)Gaming Computers 3)Notebook Computers	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 3</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical						
Word 2016	Identify the Different Types of Computers	Create a New Documents and Insert Text-Preview and Print a Document	1)Tablets 2)Mobile Devices 3)servers	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 4</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical			practical	theoretical		
Word 2016	Identify the Different Types of Computers	Change Document and Paragraph Layout-Insert SmartArt Graphic and An online Video	1)Mainframes 2)Supercomputers 3)Embedded Computers	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 5</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical			practical	theoretical		
Word 2016	Describe Hardware Devices and Their Uses	Create Table-Present a Word Document online	1)System Unit 2)Input Devices	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 6</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical			practical	theoretical		
Word2016	Describe Hardware Devices and Their Uses	Correct and Reorganize Text-Format a Multiple Column Newsletter	1) The Processor 2)Different Types of CPUs	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 7</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical						
Excel 2016	Describe Hardware Devices and Their Uses	Create , Save , And Navigate an Excel Workbook-Chart Data to Create a Column Chart and Insert Sparklines	1)Output Devices 2)Storage Devices	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 8</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical						
Excel 2016	Describe Hardware Devices and Their Uses	Print a worksheet, Display Formulas and Close Excel - Format a Worksheet	1) Storage Devices(from Optical storage) 2) Ports 3) Evaluating Your System	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	13/1/1436

<u>Week 9</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical						
Mid-term practical exam 20 marks At Lecture time	Mid- term theoretical exam 20 marks			3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 10</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical			practical	theoretical		
Excel 2016	Identify Types of Software and Their Uses	Use Flash Fill and the Sum , Average , Median ,min and max Functions- Navigate a Workbook and Rename Worksheets	1) System Software 2) Operating System	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 11</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical			practical	theoretical		
Power point2016	Identify Types of Software and Their Uses	Create a New Presentation- Apply Slide Transitions	1)Utility Programs 2)Application Software	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 12</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical			practical	theoretical		
Power point2016	Identify Types of Software and Their Uses	Format Number and Bulleted Lists-create and format smart art	1) Social Communication Software 2)web Browsing Software	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 13</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical			practical	theoretical		
Power point2016	Identify Ethically Responsible and Safe Computing Practices	Customize slide Backgrounds and Themes-Create and Modify Tables	1)Computer Maintenance	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 14</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical						
Revision	Identify Ethically Responsible and Safe Computing Practices		1)Malware 2)Spyware 3)Protecting Yourself and your Computer	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	

<u>Week 15</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical						
	Describe Networks and Define Network Terms		Describe Networks and Define Network Terms	3	1 hour theoretical 2 hours practical	Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	Final practical exam 20 marks

<u>Week 16</u>		To cover		hours	To note	day	Exam & Quizzes Dates
Chapter		practical	theoretical				
practical	theoretical						
				3		Sunday	
						Monday	
						Tuesday	
						Wednesday	
						Thursday	Final theoretical exam 20 marks

### Academic integrity:

All students are expected to follow the rules of Majma'ah University. Unexpected absences exceeding 15% of total number of class meetings will result in " F" grade. During the exams all incidents of cheating or breaching the discipline of the exam will be taken very seriously, regulations stated penalties for such actions by an "F" for that class and "dropped" for the rest of classes in that year.