## **Computer Skills**

## (Computer Skills PCOM-113)

## 2 Credits Hours

#### 1440-1441

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+     | Α     | B+    | В     | C+    | С     | D+    | D     | F    |
|--------|-------|-------|-------|-------|-------|-------|-------|------|
| 95-100 | 90-94 | 85-89 | 80-84 | 75-79 | 70-74 | 65-69 | 60-64 | 60 < |

| We        | <u>eek 1</u>  | Тос   | over  | hours | To note                                       | day  |               |
|-----------|---|---|---|-------|---|--|---------------|
| cha       | apter   |   |   |       |   |  | Exam &        |
| practical | theoretical   | practical   | theoretical   |       |   |  | Quizzes Dates |
| Windows10 | Define Computer and Identify the Four Basic Computing Functions | Explore windows 10Enviromentsign out of windows10 Turn off your Computer and Manage User Accounts | Define Computer<br>and Identify the<br>Four Basic<br>Computing<br>Functions | 3     | 1 hour<br>theoretical<br>2 hours<br>practical | Sunday<br>Monday<br>Tuesday<br>Wednesday<br>Thursday |               |

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

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

| Week 4  | To cover | hours | To note | day |  |
|---------|----------|-------|---------|-----|--|
| Chapter |          |       |         |     |  |

| practical | theoretical  | practical  | theoretical   |   |   |  | Exam &<br>Quizzes<br>Dates |
|-----------|--|--|---|---|---|--|----------------------------|
| Word 2016 | Identify the<br>Different<br>Types of<br>Computers | Change Document and Paragraph Layout-Insert SmartArt Graphic and An online Video | 1)Mainframes<br>2)Supercomputers<br>3)Embedded<br>Computers | 3 | 1 hour<br>theoretical<br>2 hours<br>practical | Sunday<br>Monday<br>Tuesday<br>Wednesday<br>Thursday |                            |

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

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

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

| Wee        | ek 8                             | To cover                           |              | hours                  | To note     | day                  |                       |               |
|------------|----------------------------------|------------------------------------|--------------|------------------------|-------------|----------------------|-----------------------|---------------|
| Cha        | pter                             |                                    |              |                        |             |                      | Exam &                |               |
| practical  | theoretical                      | practical                          | theo         | oretical               |             |                      |                       | Quizzes Dates |
| Excel 2016 | Describe                         | Print a worksheet,                 | 1)           | Storage                | 3           | 1 hour               | Sunday                |               |
|            | Hardware Devices and Close Excel |                                    | Devices(from |                        | theoretical | Monday               |                       |               |
|            |                                  | and Close Excel Format a Worksheet |              |                        |             | 2 hours<br>practical | Tuesday               |               |
|            | Their Uses                       |                                    |              | -                      |             |                      | Wednesday             |               |
|            |                                  | WOLKSHEET                          |              | Evaluating Your System |             |                      | Thursday<br>13/1/1436 |               |

| We                     | ek <u>9</u>                    | То        | over        | hours | To note     | day       |                            |
|------------------------|--------------------------------|-----------|-------------|-------|-------------|-----------|----------------------------|
| Cha                    | pter                           | ]         |             |       |             |           | F 0                        |
| practical              | theoretical                    | practical | theoretical |       |             |           | Exam &<br>Quizzes<br>Dates |
|                        | Mid- term                      |           |             | 3     | 1 hour      | Sunday    |                            |
| Mid-term               | theoretical <b>theoretical</b> |           |             |       | theoretical | Monday    |                            |
| <mark>practical</mark> | <mark>exam</mark>              |           |             |       | 2 hours     | Tuesday   |                            |
| <mark>exam</mark>      | <mark>20 marks</mark>          |           |             |       | practical   | Wednesday |                            |
| <mark>20 marks</mark>  |                                |           |             |       |             | Thursday  |                            |
| At Lecture             |                                |           |             |       |             |           |                            |
| <mark>time</mark>      |                                |           |             |       |             |           |                            |

| <u>Week 10</u> |   | To cover        |   | hours | To note                                       | day  |                  |
|----------------|---|-----------------|---|-------|---|--|------------------|
| Chapter        |   |                 |   |       |   |  | Exam &           |
| practical      | theoretical                               | practical       | theoretical                                   |       |   |  | Quizzes<br>Dates |
| Excel 2016     | Identify Types of Software and Their Uses | Average, Median | 1) System<br>Software<br>2Operating<br>System | 3     | 1 hour<br>theoretical<br>2 hours<br>practical | Sunday<br>Monday<br>Tuesday<br>Wednesday<br>Thursday |                  |

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

| Week 12            |  | To cover   |   | hours | To note                                       | day  |                            |
|--------------------|--|--|---|-------|---|--|----------------------------|
| Cha<br>practical   | theoretical                                      | practical  | theoretical   | _     |   |  | Exam &<br>Quizzes<br>Dates |
| Power<br>point2016 | Identify<br>Ethically<br>Responsible<br>and Safe | Format Number<br>and Bulleted<br>Lists-create and<br>format smart art<br>Customize slide<br>Backgrounds and<br>Themes-Create<br>and Modify | 1) Social<br>Communication<br>Software<br>2)web Browsing<br>Software<br>3)Computer<br>maintenance | 3     | 1 hour<br>theoretical<br>2 hours<br>practical | Sunday<br>Monday<br>Tuesday<br>Wednesday<br>Thursday |                            |

| Week 13   |   | To over   |   | hours | To note                                       | day  |               |
|-----------|---|-----------|---|-------|---|--|---------------|
| Chapter   |   |           |   |       |   |  | Exam &        |
| practical | theoretical   | practical | theoretical   |       |   |  | Quizzes Dates |
| Revision  | Identify Ethically Responsible and Safe Computing Practices |           | 1)Malware<br>2)Spyware<br>3)Protecting<br>Yourself and your<br>Computer |       | 1 hour<br>theoretical<br>2 hours<br>practical | Sunday<br>Monday<br>Tuesday<br>Wednesday<br>Thursday |               |

| Week 14   |             | To over   |                | hours | To note                | day       |                            |
|-----------|-------------|-----------|----------------|-------|------------------------|-----------|----------------------------|
| Chapter   |             |           |                |       |                        |           | Evom &                     |
| practical | theoretical | practical | theoretical    |       |                        |           | Exam &<br>Quizzes<br>Dates |
|           | Describe    |           | Describe       | 3     | 1 hour                 | Sunday    |                            |
|           | Networks    |           | Networks and   |       | theoretical<br>2 hours | Monday    |                            |
|           | and Define  |           | Define Network |       |                        | Tuesday   |                            |
|           | Network     |           | Terms          |       | practical              | Wednesday |                            |
|           | Terms       |           |                |       |                        | Thursday  | <mark>Fina</mark>          |
|           |             |           |                |       |                        |           | <mark>practical</mark>     |
|           |             |           |                |       |                        |           | <mark>exam</mark>          |
|           |             |           |                |       |                        |           | 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.