

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+	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 13</u>		To over		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 14</u>		To over		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	Fina practical 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.