

Computer course Syllabus 1st year: 1st term (2 credits)

Week No.	Subjects	No. of hours theoretical	No. of hours practical
1	Introduction to computer: concepts of Hardware and Software with their components: Concepts of Computing, Data and informations; Connecting input/output devices, and peripherals to CPU	1	2
2	Computer components: computer portions, hard ware parts ,I/O units, memory types	1	2
3	Computer components: Basic CPU components, computer ports, personal computer, personal computer (features and types)	1	2
4	Operating system and graphical user interface GUI: operating system: basics of common operating systems; the user interface, using mouse technique	1	2
5	Operating system and graphical user interface GUI: use of common icons, status bar, using menu and menu selection, concept of folders and directories, opening and closing of different windows; creating short cuts.	1	2
6	Word processing: word processing basic, features of word processors, opening and closing of documents, text creation and manipulation, formatting text and paragraphs, using template for document creation.	1	2
7	Word processing: creating and managing tables, utilizing styles and themes, spell check, and grammar tools, using headers and footer.	1	2
8	Spreadsheet: introduction to spreadsheet software, creating and formatting worksheets, sorting and filtering data, using formulas and functions.	1	2
9	Spreadsheet: using formulas and functions, using pivot tables for data analysis, data validation and error checking, data visualization, creating charts and graphs.	1	2
10	Presentation software: introduction to presentation software, overview of popular presentation tools, creating a new presentation, using templates and themes, inserting and formatting text and images, transition and animation effects.	1	2
11	Presentation software: using speaker notes and timers, advanced features; hyperlinks and action buttons, troubleshooting common presentation issues, futures trends in presentation technology.	1	2
12	Introduction to internet and web browser: computer network basic; LAN, WAN; concept of internet and its applications; connecting to internet.	1	2
13	Introduction to internet and web browsers: world wide web; web browsing software's, searching engines, understanding URL; domain name; IP address	1	2
14	Communications and emails: basics of electronic mail; getting an email account; sending and receiving emails; Accessing sent e-mails using emails; document collaboration	1	2
15	Introduction to cloud Computing and services: definition of cloud computing and its concept, cloud-based office suites (office 365 and google workplace), google docs, google sheets, google drive, google meet.	1	2
Total		15	30