

Course Syllabi

Course Title and Code	COMPUTER SKILLS- CSC105
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➤ **Course Identification and General Information:**

Department	Deanship of Educational Services	Course Level	Level 1
Contact Hours	1 theory class per week for two hours 2 practical labs per week for two hours	Credit Hours	6 (4+2)
Web Address	http://www.des.qu.edu.sa		

➤ **Course Instructor/Coordinator's Name:** Dr. Emad Elabd

➤ **Textbook Title, Author, and Year:**

- ICDL 5.0 course, Cheltenham courseware Pty. Ltd.,UK, 2016.

➤ **Other Supplemental Materials:**

- "ECDL 5.0" units ,CIATRaining Ltd, UK, 2010.

➤ **Specific Course Information:**

- **Catalog Description:** Concepts of Information and Communication Technology (ICT), Using the Computer and Managing Files (Windows 10), Word Processing 2016, Spreadsheets 2016, Databases 2016, Presentation 2016, Web Browsing and Communication.
- **Pre-requisites:** None.
- **Co-Requisites:** None.
- **Required, Elective, or Selected Elective:** Required.

➤ **Specific Goals for the Course:** Summary of the main learning outcomes for enrolled students.

- To provide an understanding of the fundamental concepts of information and communication technology.
- To familiarize the student with the main operating features of Windows 7.
- To demonstrate the ability to use a word processing application on a personal computer to produce everyday letters and documents.

- To provide the student with an understanding of fundamental spreadsheets concepts, practical experience in spreadsheet design and implementation of the basic functions involved within spreadsheets.
- To provide the student with an understanding of fundamental database concepts, practical experience in database design and implementation of the basic functions involved within databases. To familiarize the user with the main operating features of Microsoft Access.
- To demonstrate the ability to use a presentation application on a personal computer. To understand and accomplish basic operations associated with PowerPoint.
- To demonstrate the ability to use web browser and e-mail applications on a personal computer. To understand and accomplish basic operations associated with searching and navigating web sites to access information.

➤ **Program Outcomes Addressed by the Course:**

This course provides the following outcomes with the following relationship:

Preparatory Year Program Outcome	Relationship to Course
1. The course contributes to the development of student skills in English writing, reading and conversation.	Medium
2. The course contributes to the development of student skills in computer and its application in learning process	High
3. The course helps to develop the skill of the students in the learning process.	High
4. The course strengthens ties education collaborative learning (peer-to-peer and other appropriate sources).	Medium
5. The course fosters the development of student skills in creative thinking, innovative and positive.	Medium
6. The course instills the principles and positive communication within groups (enjoy the team spirit).	Medium
7. The course contributes to the development of student skills in methods of constructive dialogue.	Low
8. The course fosters the development of student skills in	Medium

making decisions.	
9. The course helps to develop the skill of the students in problem solving.	high
10. The course helps to develop the skill of students on constructive criticism.	Medium
11. The course helps to develop the skill of students in compliance and accounting.	Low
12. The course helps to develop the skill of students in interaction with the University environment and for undergraduate study.	High
13. The course helps to develop the skill of students in interaction with the environment and the needs and attitudes of the community and science.	High
14. The course helps to develop the skill of students on effective interaction on student activities.	Medium
15. The course helps to develop student skills in the effective interaction in volunteer work.	Medium
16. The course helps to develop student skills in effective leadership.	Medium
17. The course helps to develop student skills in linking information to realistic applications.	High
18. The course helps to develop the skill of students on work ethic.	Medium
19. The course helps to develop student skills in estimating functional responsibility toward national growth.	Medium
20. The course helps to develop student skills in assessing the scientific career path chosen.	high

➤ **Brief List of Topics to be covered:**

• Concepts of Information and Communication Technology (ICT)
• Using the Computer and Managing Files (Windows 10)
• Word Processing 2016
• Spreadsheets 2016
• Databases 2016
• Presentation 2016
• Web Browsing and Communication

➤ **Outcome Assessment:**

<p>1. Direct Assessment</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Midterm Written Exam I <input type="checkbox"/> Midterm Written Exam II <input checked="" type="checkbox"/> Final Written Exam <input checked="" type="checkbox"/> Quizzes <input checked="" type="checkbox"/> Homework <input type="checkbox"/> Integrative Projects <input type="checkbox"/> Students' Portfolios <input type="checkbox"/> Case Study <input type="checkbox"/> Oral Exams <input type="checkbox"/> Written Reports <input checked="" type="checkbox"/> Participation in Lecture <input type="checkbox"/> Illustrative Presentations <input checked="" type="checkbox"/> Use of Computer Facilities by Students <input checked="" type="checkbox"/> Reading of References Related to Course Topics <input checked="" type="checkbox"/> Team Work <input checked="" type="checkbox"/> Practice in the Lab <p>2. Indirect Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Course Questionnaire <input checked="" type="checkbox"/> Post-Course Questionnaire <input checked="" type="checkbox"/> Group Discussions <input type="checkbox"/> Students' Interviews

Course Outline:

Week #	Date	Text Sections	Topic
1	8/5/1438	1.1	The Internet
		1.2	Hardware
		1.3	Software
2	15/5/1438	1.4 & 1.5	Computer Performance
		1.6	Memory & Data Storage
		1.7 & 1.8	Input and Output Devices
3	22/5/1438	1.9	Networks & Data Transfer Terminology
		2.1 & 2.2	The Windows 10 Desktop Manipulating Desktop Windows
		2.3 & 2.4	Applications & The Desktop
4	29/5/1438	2.5 & 2.6	Files Explorer & Manipulating folders
		2.7 & 2.8	Compressing files & Printing Issues
		3.1 & 3.2	The Microsoft Word 2016 Screen & Starting to Use Microsoft Word 2016
5	7/6/1438	3.3, 3.4, & 3.5	Manipulating Text, & Microsoft Word 2016 Text Formatting
		3.6 & 3.7	Microsoft Word 2016 Paragraph Formatting & Borders and Shading Within Microsoft Word 2016
		3.8 & 3.9	Microsoft Word 2016 Page Formatting & Finding and replacing text Within Microsoft Word 2016 Document
6	14/6/1438	3.10 & 3.11	Tables & Using graphics within Microsoft Word
		3.12	Proofing & Printing within Microsoft Word 2016
		4.1 & 4.2	Getting Started With Excel 2016 & Excel 2016 Selection techniques
7	21/6/1438	4.3	Manipulating Rows and columns Within Excel 2016
		4.4 & 4.5	AutoFill & Excel 2016 Worksheets
		4.6 & 4.7	Alignment Formatting Within Excel 2016 & Number Formatting Within Excel 2016
8	28/6/1438	4.8 & 4.9	Freezing row and column titles Within Excel 2016 & Excel 2016 Formulas
		4.10	Excel 2016 Functions
		4.11	Excel 2016 Charts

End of 2/7/1438 To 11/7/1438		Midterm Vacation	
9	12/7/1438	4.12	Proofing and Printing
		5.1 & 5.2	Using PowerPoint 2016 & Creating a PowerPoint 2016 Presentation
		5.3, 5.4, & 5.5	Manipulating Slides Within PowerPoint, PowerPoint 2016 Design Themes, Text Boxes (Place Holders)
	19/7/1438	Midterm Exam	
10	26/7/1438	5.6 & 5.7	PowerPoint 2016 & Illustrations & Manipulating Graphic Objects Within PowerPoint 2016
		5.8 & 5.9	PowerPoint 2016 Slide Shows & Printing and Proofing in PowerPoint 2016
11	4/8/1438	6.1	Access 2016 Database Concepts
		6.2	Access 2016 Tables, Fields and Field Types
		6.3	Access 2016 Field Properties
12	11/8/1438	6.4 & 6.5	Manipulating Tables and Records in Access 2016 & Access 2016 Primary Keys
		6.6 & 6.7	Filtering Within Access 2016 & Sorting Within Access 2016
		6.8	Within Access 2016 Relationships
13	18/8/1438	6.9	Within Access 2016 Forms
		6.10	Queries
		6.11	Reports
15	25/8/1438	Revision	
		Final Exams	

Marks distribution for CSC105

- 1) 5 marks for quiz 1
- 2) 5 marks for quiz 2
- 3) 30 marks for Midterm Exam
- 4) 60 marks for Final Exam