



Sub.	Course Syllabus (البرنامج الدراسي) منهج المادة	الموضوع	 <b>كلية المعرفة</b> ALMAAREFA COLLEGE
Year	2015/2016	العام	


<b>College</b>	Al-Ma'arefa Science & Technology College (MSTC).
<b>Department</b>	Preparatory year

<b>Course Code</b>	COMP100
<b>Course Name</b>	Computer essential
<b>Credit Hours</b>	3
<b>Instructor</b>	Halah m AlFarhan
<b>Office &amp; Office Hours</b>	Preparatory year staff office zone C 3 office hours (Sunday, Tuesday, Thursday) 11 a.m. to 12 p.m.
<b>Email</b>	<a href="mailto:hfarhan@mcst.edu.sa">hfarhan@mcst.edu.sa</a>

<b>Course Description</b>	<p>As a student in this course, you will learn the most important topics of Microsoft Office 2010. No prior computer experience is assumed. This text incorporates the use of video tutorials to enhance your learning experience. First you will become familiar with essential computing concepts and the Windows 7 operating system. Then, you will learn file management, the basics of browsers and e-mail, and overview Microsoft Office 2010. The first application unit covers Microsoft Word 2010, followed by a unit on Microsoft Excel 2010. Next, you will learn to create, build, and maintain a Microsoft Access database. The last application you will cover is Microsoft PowerPoint 2010, where you will create, apply and modify a presentation, and then you will learn how to integrate all of applications. Finally, you will learn the basics of SkyDrive and Office Web Apps.</p>
<b>Prerequisite(s)</b>	<b>Non</b>
<b>Textbook(s) &amp; Supplementary Materials</b>	<u>Text</u> : Shaffer/Carey/Finnegan/Adamski/Ageloff/Zimmerman/Zimmerman, <i>New Perspectives on Microsoft Office 2010, First Course</i> , (9780538746533) Course Technology, 2011.
<b>Student Outcomes (SO) Addressed by the Course</b>	<ul style="list-style-type: none"> <li>• Understand the main concepts of ICT at a general level, and know about the different parts of a computer.</li> <li>• Demonstrate competence in running and managing a personal computer.</li> <li>• Demonstrate the ability to use a word processing application to create everyday letters and documents.</li> <li>• Demonstrate an ability to use a spreadsheet to produce accurate work outputs.</li> <li>• Demonstrate competence in using presentation software.</li> <li>• Demonstrate the ability to use the internet and email.</li> </ul>
<b>Major Topics Covered</b>	<ul style="list-style-type: none"> <li>• Introduction to Computing and ICT</li> <li>• Windows Operating System</li> </ul>


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	<ul style="list-style-type: none"> <li>• File System</li> <li>• Word Processing</li> <li>• Spreadsheet</li> <li>• Presentation</li> <li>• Email and Internet Applications</li> </ul>	
<b>Assessment &amp; Evaluation Plan for the Course</b>	<i>Quiz</i>	5 points
	<i>Weekly evaluation</i>	10 points
	<i>Midterm 1</i>	20 points
	<i>Midterm 2</i>	20 points
	<i>Participation , discipline and attendance</i>	5 points
	<i>Project</i>	10 points
	<i>Final</i>	30 points
<b>Policies</b>	<ul style="list-style-type: none"> <li>• <u>Missed Classes</u>: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed or late quizzes cannot be made up under any circumstances but with good cause and adequate notice, an early quiz may be given. One quiz (lowest score) will be dropped at the end of the semester.</li> <li>• <u>Assignments</u>: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.</li> <li>• <u>Academic Dishonesty</u>: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.</li> <li>• <u>Need for Assistance</u>: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.</li> <li>• <u>Internet Support</u>: Check the class Web page for additional information about Office 2010.</li> <li>• <u>Posting of Grades</u>: Final grades will not be posted. If you wish to have your final grade sent to you, please bring a self-addressed, stamped envelope to the final exam.</li> <li>• <u>Incomplete Policy</u>: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.</li> </ul>	

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### CALENDAR & OUTLINE OF TOPICS

WEEK	Date	TOPICS	DUTIES/TASKS DUE DATES
1	23 - 27 Aug.	Introduction to course	
2	30 Aug. - 3 Sep.	Essential Computer Concepts + Managing your files	
3	6 - 10 Sep.	Getting Started with Microsoft Office 2010 + Word Processing	
4	13 - 17 Sep.	Word Processing	Tutorial 1: Creating a document + QUIZ 1
5	20 - 24 Sep.	VACATION	
6	27 Sep. - 1 Oct.	Word Processing	Tutorial 2: Editing & formatting a document
7	4 - 8 Oct.	Word processing	Tutorial 3: Creating a multiple-page report
8	11 - 15 Oct.	Excel	Tutorial 1: Getting started with excel + MIDTERM 1
9	18 - 22 Oct.	Excel	Tutorial 2: Formatting a workbook
10	25 - 29 Oct.	Excel	Tutorial 3: Working with formulas and functions
11	1 - 5 Nov.	Excel	Tutorial 4: Working with charts and graphics + MIDTERM 2
12	8 - 12 Nov.	PowerPoint	Tutorial 1: Creating a presentation
13	15 - 19 Nov.	PowerPoint	Tutorial 2: Applying and modifying text and graphic objects.
14	22 - 26 Nov.	Email and Internet Applications	Lab test
15	29 Nov. – 3 Dec.	Project	
16	6 Dec. - 10 Dec.	FINAL	

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