



Sub.	Course Description – توصيف مقرر دراسي – الموضوع	الموضوع	 كليات المعرفة ALMAAREFA COLLEGES
Date	12/2/2015	التاريخ	

Course Code & No	Comp100		رقم المقرر ورمزه
Course Name	Computer essentials		اسم المقرر
Credit Hours	3		عدد الساعات المعتمدة
Pre-requisite	None		المتطلب السابق

General Description	توصيف عام
<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>	

Course Objectives	أهداف المقرر
<ul style="list-style-type: none"> • Understand the main concepts of ICT at a general level, and know about the different parts of a computer. • Demonstrate competence in running and managing a personal computer. • Demonstrate the ability to use a word processing application to create everyday letters and documents. • Demonstrate an ability to use a spreadsheet to produce accurate work outputs. • Demonstrate competence in using presentation software. • Demonstrate the ability to use the internet and 	

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Course Outlines	مفردات المقرر
<ul style="list-style-type: none"> • Introduction to Computing and ICT • Windows Operating System • File System • Word Processing • Spreadsheet • Presentation • Email and Internet Applications 	

References	المراجع
<u>Text:</u> Shaffer/Carey/Finnegan/Adamski/Ageloff/Zimmerman/Zimmerman, <i>New Perspectives on Microsoft Office 2010, First Course,</i> (9780538746533) Course Technology, 2011.	