

Subject: Principles of Computer

Class: First year

Hours: 1hrs (Theoretical), 2hrs (Practical)

Objectives:

The student must know how to deal with operating system as a good user of windows from installing (formatting) to maintain the general component ,also the student deals with Microsoft programs as (word, Excel, Power point) .In addition the student must knowing how to deal with internet and E-mail

Week	Syllabus
1	Introduction to computer , computer component (hardware , software)
2&3	Operating system (windows) , installing windows (formatting)
4	Start menu , desktop , taskbar , mouse applications
5	My computer , My documents , drivers , folders , files , cut , copy , paste , shortcut , right click menu
6	Setting menu , control panel
7	Microsoft word 2007 (program view , office button)
8	Menu (home icons)
9	Menu (insert icons)
10	Menus (page layout , review , view , design)
11	Icons (symbols , equation)
12	Practical exercises
13	Microsoft excel 2007 (program view , office button)
14	Home icons
15	Insert icons
16	Page layout icons
17	Formula icons , view icons
18	Data icons , chart wizard
19	Practical exercises
20	Microsoft power point 2007 (program view , office button)
21	Insert icons , design icons
22	Animations icons , slid show icons
23	Practical exercises
24	Viruses , types of viruses , protection from viruses
25	Internet , internet explorer , starting , menus of internet

	explorer
26	E-mail : yahoo , hotmail
27	Search engines , google , yahoo , search information
28&29	Surfer
30	Practical exercise

References:

1. **Computer Skills (2) , د محمد بلال الزغبى و أحمد الشرايعة و أمجد هديب ,**
2. **Internet Explorer , By S.Haag , J. T. Perry & A. Phillips**
3. **Exel a comprehensive approach By K. Stewart**
4. **Computers & Internet (IC3), By د محمد بلال الزغبى**
5. **Word By S. Haag , J.T. Perry & A. Phillips**