

رمز المادة	نوع المادة	الساعات الأسبوعية			السنة الدراسية	اسم المادة
	مساعدة	الوحدات	ع	ن	الأولى	أساسيات الحاسوب
		٤	٢	١	٣٠ أسبوع	Fundamentals of Computer

Week	Syllabus
1 <sup>st</sup>	Introduction Definition of the computer, components.
2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	Fundamentals of Computer Method of operation, simple diagram of the components and units of the computer. Phase's computers and the development of computers and the data and information, Fields use of computers, Computer components, Types of Computers, Computer software. Devices of input and output.
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>	Window Operating System Desktop, Mouse, my computer-icons, close window, stand by. Folders Size and cascade, windows folder construction, construction choose file or 'older find, file or folder copy past
10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> , 13 <sup>th</sup> , 14 <sup>th</sup> , 15 <sup>th</sup> ,	Microsoft Word Introduction. Create new file, setup new page + save the files. Coordinating the cells and the worksheet window. Editing the cells. Columns and tables borders and shading. Inserting graphics, text, and entering formulas inside the program window. Printing and printing setup
16 <sup>th</sup> , 17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup>	Microsoft Excel Introduction. Menus and toolbars. Coordinating the cells and the worksheet window. Editing the cells. Operations of the calculating by using Microsoft Excel program. Drawing the charts by using Microsoft Excel program. Printing and printing options.
25 <sup>th</sup> , 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup>	Microsoft PowerPoint Introduction. The creating for PowerPoint slides. Using and modifying the design templates. Editing of the PowerPoint cells. Inserting pictures, text and tables in the presentation slides. Setup the auto showing of the presentation sides. Printing and printing setup to the PowerPoint slides.