

**QASSIM UNIVERSITY**  
**Deanship of Educational Services**  
**SYLLABUS**  
**Computer Skills - CSC105**

<b>Pre-Requisite</b>	No Pre-Requisite
<b>Textbook</b>	<b>Computer Concepts and Office 2016</b>
<b>Objectives</b>	The objective of the course is to prepare students for freshman science courses taught in English by emphasizing knowledge of the essential concepts of IT and is able to use a personal computer and common computer applications at a recognized level of competence.

Week #	Date	Text Sections	Topics
<b>1</b>	<b>2/7/1445</b>	–	Introduction
		Con 2 – Con 9	Computers in world, How computer works, Types of computer, PC
		Con 10 – Con 17	Software, Internet, Digital devices, Protection
<b>2</b>	<b>9/7/1445</b>	Con 24 – Con 29	Input and Display devices, Printers
		Con 30 – Con 39	Data storage, Adding devices
		Con 46 – Con 51	Computer software, Copyrights, Installing/Uninstalling SW
<b>3</b>	16/7/1445	<b>Vacation (1 day)</b>	
	<b>17/7/1445</b>	Con 52 – Con 63	Operating systems and utilities, Office productivity SW, Graphics SW, Other apps
		Con 70 – Con 79	File management, Folder and File basics, Representing data
<b>4</b>	<b>23/7/1445</b>	Con 82 – Con 87	Processors, RAM, Other types of computer memory
		Win 8 – Win 11, W14 – W 15	Start an App, Work with a Window, Use buttons, Menus, and Dialogue Boxes
		W 30 – W 33, W 36 – W 39	Explore the files and folders on your computer, Change file and folder view, Copy files, Move and Rename files
<b>5</b>	<b>1/8/1445</b>	Word 2 – Word 9	Understanding Word, Explore Word, Start and Save a document
		W10 –13, W 26 – 29	Select text, Format text, Cut & Paste, Copy & Paste
		W 30 – W 35	Office clipboard, Find and replace, Check spelling and grammar
<b>6</b>	<b>8/8/1445</b>	W 50 – W 55	Format font, Format painter, Line and paragraph spacing,
		W 56 – 57, W 60 – 63	Align paragraph, Indents, Bullets & numbering,
		W 64 – 65, W 78 – 79, W 82 – 83	Borders & shading, Margins, Page breaks
<b>7</b>	<b>15/8/1445</b>	<b>Vacation (1 Week)</b>	
<b>8</b>	<b>22/8/1445</b>	W 84 – W 89	Page number, Headers & footers, Insert table
		Excel 2 – Excel 7	Understand spreadsheet, Identify Excel 2016 window components, Understand formulas
		Ex 8 – Ex 15	Enter labels and values and use the AutoSum, Edit cell entries, Enter and edit a simple formula, switch worksheets views
<b>9</b>	<b>29/8/1445</b>	Ex 16 – 17, Ex 26 – 33	Print options, Create a complex formula, Insert a function, Type a function, Copy and move entries
		Ex 34 – Ex 41	Relative and absolute cell references, Copy formula with relative and absolute references, Round a value with a function
		Ex 52 – 61	Format values, Change font and Font size, Styles and alignment, and Adjust column width, Insert and delete rows and columns
<b>10</b>	<b>7/9/1445</b>	<b>Midterm-Exam (40 Marks)</b>	
<b>11</b>	<b>14/9/1445</b>	Ex 66 – 69, Ex 82 – 83	Rename and move a workbook, Check spelling, Create a chart
		Ex 84 – Ex 89	Move and Resize a chart, Change the chart design, Change the chart format
		Access 2 – Access 5	Understand relational database, Explore database

<b>12</b>	<b>21/9/1445</b>	<b>Eid Vacation (2 weeks)</b>	
<b>13</b>	<b>28/9/1445</b>		
	5/10/1445		
<b>14</b>	<b>6/10/1445</b>	Acc 6 – Acc11	Create a database, Create a table, Create primary keys
		Acc 12 – Acc17	Relate two tables, Enter data, Edit data
<b>15</b>	<b>12/10/1445</b>	Acc 28 – Acc 33	Query wizard, Work with data in a query, Query design view
		Acc 36 – Acc 41	Filter data, Apply AND criteria, Apply OR criteria
		Acc 54 – 55, Acc 58 – 61	Form wizard, Form layout, Add fields to a form
<b>16</b>	<b>19/10/1445</b>	Acc 80 – 83, Acc 92–93	Report wizard, Report layout, Format a report
		PowerPoint 2-3, PP 6 - 9	Define presentation software, Examine the PowerPoint window, Enter Slide Text
	<b>23/10/1445</b>	<b>Vacation (1 day)</b>	
<b>17</b>	<b>26/10/1445</b>	PP 10 – PP 17	Add new slide, Apply a design theme, Compare Presentation views, Print PP presentation
		PP 26 – 31, PP 40 – 41	Enter text in outline view, Format Text, Convert Text to SmartArt, Add slide footer
		PP 52 – 55, PP 60 – 61	Insert and style a picture, Insert a text box, Insert slides from other presentations,
<b>18</b>	<b>4/11/1445</b>	PP 76 – PP 79	Customize the background and theme, Use slide show commands
		PP 80 – PP 85	Set slide transition and timing, Animate objects, Use proofing and language tools
		–	Incomplete topics
<b>19</b>	<b>11/11/1445</b>	<b>Final Exam (60 Marks)</b>	

<b>Teaching Methods</b>	Labs, Whiteboard, and Power point presentations using projectors.
<b>Evaluation Policy</b>	Mid-term Exam (MCQ): 40 points
	Final Exam (MCQ): 60 points
<b>Note:</b> A student will be awarded the GRADE “DN” after missing <u>Ten</u> classes without an OFFICIAL excuse. It is the responsibility of the student to keep the record of his absences. ( 1 <sup>st</sup> warning: 7 absences; 2 <sup>nd</sup> warning: 8 absences; “DN”: 10 absences)	