**COMPUTER SKILLS FOR ONLY 1**ST **YEAR STUDENTS – 4CUs**

**Introduction**

This course is designed with simplicity in such a way that every elementary student can grasp its contents whether he/she has ever had any computer lessons or not and it is designed for students who are doing their Diploma in Primary Education and are not offering computer as their main subjects in the course. Two papers shall be given at the end of this course i.e. paper 1 (Theory) and paper II (practical).

The essence of this course is to make sure every student leaves this institution with the minimum knowledge in IT, as there is no right for any human being on this planet to stay ignorant, as far as information dissemination is concerned.

**Objectives**

* T o enable students learn the introductory parts of a computer.
* To enable students learn basics of windows operating system.
* To enable students learn touch typing skills with the keyboard.

To enable students learn the general operation of Office applications.

Lastly, to enable students learn the basics of E-mail and the Internet.

**Assessment**

At the end of the course, there will be 2 papers:

Paper I (Theory) 70% for 2 hours.

Paper II (Practical) 30% for 3 hours.

**Course Contents**

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| **1** | **Basic Introduction to Computer Hardware**  The system unit (CPU)  The monitor/Display  The keyboard and the Mouse. | 5 |
| **2** | **Introduction to windows operating system (XP or Visita)**  Features of the windows operating systems  Managing programs  Working with Folders and Files  Other windows features like: the control panel, mouse properties, display properties and printer setting. | 10 |
| **3** | **Typing Skills**  Dealing with the ASDF & JKL; and other keys that make up a keyboard. | 5 |
| **4** | **General Operation of Office Applications**   * + Basics of Microsoft Word 2003/2007   Basics of Microsoft Excel 2003/2007  Basics of Microsoft Power Point 2003/2007. | 10 |
| **5** | **E-mail and the Internet**   * 1. Opening up and the use of an e-mail address   Surfing or browsing and searching the Internet. | 10 |
|  | **The Curriculum**  The weighting unit is a Credit Unit. One Credit Unit is one contact hour per week per session. One contact hour can be defined as follows:  One lecture hour is equivalent to one contact hour;  One tutorial hour is equivalent to one contact hour;  Two practical hours are equivalent to one contact hour. | 10 |
|  | An academic year shall consist of three sessions of 10 weeks (9 weeks for classes and 1 week for examinations). A student shall not carry less than 3 Credit Units. This load excludes retakes. A student is advised not to retake more than one course in Computer Studies per academic year. The details of the programmes are shown below, where LT, TH, PH, CH and CU stand for Lecture Hours, Tutorial Hours, Practical Hours, Contact Hours and Credit Units respectively. | 10 |
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**Suggested Readings**

1. C by Example By Noel K.
2. C Programming By Kerbighan and Dennis Ritchie
3. C. Horstmann (2003), Computing Concepts with JAVA Essentials 3rd Edition, Joh Wiley & Sons;
4. C. J. Date (2005), Introduction to database system.
5. David J. Lilja, Sachin Sapnerkar, Designing Digital Computer Systems with Verilog William . Dally, John W. Poulton, Digital Systems Engineering.
6. Essentials William Stallings (2001), Operating Systems: Internals and Design Principles. 4th edition., Prentice Hall
7. Fourouzan, Behrouz (1998), Introduction to Data Communications and Networking, McGraw Hill.
8. Halsall, Fred (1995), Data Communications, Computer Networks and Open Systems, 4th Edition, Addison Wesley, New York.
9. Hutchinson and Sawyer (2005), Microcomputer Fundamentals, Microsoft
10. Jean Paul Corriveau (2005), A step-by-step guide to computer programming;
11. John Hubbard (2001), Programming with Java (Schaum's Easy Outlines), McGrawHill;
12. Microsoft Office, Microsoft Cooperation.
13. Microsoft Official Academic Course: Microsoft Front Page 2002 & 2003.
14. Microsoft Official Academic Course: Microsoft Office 2003.
15. Microsoft Official Academic Course: Microsoft Project 2002 & 2003.
16. Microsoft Official Academic Course: Microsoft Word 2003 Expert Skills.
17. PC Upgrade and trouble shooting.
18. Peterson Larry L. & Davie Bruce S. (2000), Computer Networks, 2nd Edition, Morgan Kaufmann.
19. Raghu Ramakrishnan and Johannes Gehrke (2004), Database Management Systems.
20. Ramez Elmasri, Shamkant B. Navathe (2005), fundamentals of Database Systems.
21. Stallings, William (1997), Data and Computer Communications, 5th Edition, Prentice Hall, New Jersey.
22. Tanenbaum, Andrew S. (1996), Computer Networks, 3rd Edition, Prentice Hall, New Jersy.
23. Timothy Ramteke (2005), Itroduction to C and C++ for technical students: A skill building approach;