وزارة التعليم العالي والبحث العلمي

الجامعة التقنية الوسطى

التخصصات

القسم التقنيات البصرية

المفردات الدراسية

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| **اسم المادة** | **باللغة العربية** | **تطبيقات الحاسبة** | **السنة الدراسية**  **الاولى** | **عدد الساعات الاسبوعية** | | | |
| **باللغة الانكليزية** | **computer** | **نظري** | **عملي** | **المجموع** | **عدد الوحدات** |
| **لغة التدريس للمادة** | | **الانكليزية** | **1** | **2** | **3** | **4** |

اهداف المادة : التعرف على نظام التشغيل واهميته والمهام التي يؤديها ,مكونات الحاسوب وملحقاته,البرامج التطبيقية المكتبيةوالاتصال بالانترنتوالتعرف الى العالم لبخارجي.

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| المفردات النظرية | |
| الاسبوع | تفاصبل المفردات |
| الاول | **Operating systems OS s**;what is an OS s and what it can do,types of Oss, their features importance) , windows OS s(95,97,2000,Me,Xp,Vista,7,8,8.1 and 10)and their characteristics; explain the differences between OS s and software application ; computer power on/off ; using mouse and their buttons |
| الثاني | **Looking at the desktop ;** Navigation around desktop; using  start button; working with application ; using taskbar ; understanding software and hardware (their differences, importance and relationships) ; explain how hardware can influence the OS and software and Vice Versa; software updates, security and bugs; software thics. |
| الثالث | **Files&folders** ;looking at typical window; moving and sizing window; using scroll bars; understanding and using my computer and recycle bin ; concepts of drives, folders and files (differences and importance); directory and folder hierarchy and importance); directory and folder hierarchy and structure ;understanding filename and common extensions. |
| الرابع | Folder And Files Managements (Create, Copy, Cut, Delete,  Rename, Find and Move); Common Keyboard Shortcuts;  Undelete folder and files using Recycle Bin; Display the  differences between Uninstall and Undelete or Delete. |
| الخامس | **Computer Hardware**; Identifying Computers (Main  Frame; Super Computers; Mini computers; Desktop;  Notebooks; Laptop; Tablet PCs; Servers; Hand-held or  Mobile computers; Music or Media players and Electronic  Book readers), |
| السادس | Looking Inside a Computer ( Microprocessor , System  memory , Storage systems); Recognizing Input /Output  Devices (using Keyboard; Pointing devices; Microphones;  Monitor; Printers; Projector and Speakers); Understanding  How it works together |
| السابع | **Using Control Panel**; Customizing Desktop and  Display; Changing Date and Time; Changing Language;  Accessibility Settings |
| الثامن | Understanding Power Options ( Shut down, Sleep,  Hibernate); Working with Power settings; Identifying mode  of operation (Safe Mode and Normal Mode); Understanding  User Accounts and Rights ( Create New User Account;  Changing Controls; Rights and Access) |
| التاسع | What is a **Software** (Checking System Requirements &  Hardware Implications); Application Software (Integrated  Suites, Desktop Publishing, Spreadsheets, Database  Management, Presentations, Art, Engineering, Mathematic,  Statistics, Medical, Management, Content Creation,  Multimedia, Entertainment and System protection);  Managing Software ( Install New one, Uninstall, Reinstall  and Updating Software |
| العاشر | Disk Management Programs (Disk Clean-up, Check,  Optimize and compression); What is **Troubleshooting**?;  Managing Hardware/ Software; Keep Copies of data;  Dealing with Viruses, Malware and Trojans; Getting  windows help and support |
| الحادي عشر | What is **Key Applications**?; What it can do?; Getting  started (Start & Exit program), Looking at the main screen (  for Word , Excel & PowerPoint), Accessing Commands and  Characteristic Features, Understanding Ribbon; Tabs;  Status Bar; Scroll Bar, Create files from templates, How to  get Help, Manipulating Files and Data Exchange |
| الثاني عشر | **Microsoft Word:** Entering and Editing Text (using  editing keys), Writing in Arabic and English , Changing  Orientation , Using Ruler, Move Around the Document,  Selecting Text (word, line, paragraph, pages & all pages),  Save ; Close ; Open Document, Customizing View, Edit  Text Using (redo, undo, cut, copy $ paste), Formatting text  using font command , Paint Brush and Alignment Types,  Spell Check and Correction |
| الثالث عشر | Understanding Tab settings, Working with Indents,  Organizing List, Working with Paragraphs, Change Line  Space, Set Paragraph Space, Working with Styles & Using  Quick Styles, Finding and Replacing items, Document  Formatting, Page Background and Watermark, Learn how  write Arabic in English direction and write English word in  Arabic direction |
| الرابع عشر |
| الخامس عشر | Page setup ( change paper size, orientation, margins), Insert  Page breaks, Adding page number or titles, Applying  Columns and how to use it, Preview and Print document,  Using Multimedia files ( Insert images, objects) and  manipulating them, Using Tables (create new one, insert  excel table, selecting items in the table) and Formatting  Tables |
| السادس عشر | **Microsoft Excel:** Understanding Basic Terminology  (Work sheet, Work file, Cell, Cell pointer, Cell Content,  Row & Column reference), Building formula, Mathematical  Operators, Hierarchy of the main mathematical operations;  Managing Workbooks (Create new one ; Create from  Template, Enter data, Moving around, Saving ; Opening ;  Closing Workbooks ) |
| السابع عشر | Manipulating the contents (selecting cells; columns; rows;  worksheet, using undo & redo, copying & moving data,  changing column width & row height ); Auto filling  technique; Deleting & Editing content; Delete & Insert row  or column; Formatting cells (number; font; alignment;  border; color and shading; protection of cells and work  sheet) |
| الثامن عشر | Creating simple and complex formula using different types  of writing, Using absolute and relative address,  Understanding common error values; Using common builtin  functions ( Sum, Average, Max, Min, Count, Count A,  Count Blank, If , Round, Sqrt, Today, Day360, Left, Right,  Mid, Trim) ; Copying Formulas; Insert & Deleting  Worksheets; Formatting tables using Auto format |
| التاسع عشر |
| العشرون | Working with charts (Create chart, select chart elements,  changing chart types, positioning & resizing charts, chart &  axis titles, changing background and color effects, changing  data series color, adding or removing legend & data labels  & data tables & grid lines); Sorting data Ascending &  Descending , Sorting multiple fields, Filtering data using  Auto and Customize type; Customizing printout using  options, previewing & printing worksheet |
| الحادي والعشرون | Understanding **PowerPoint** & Presentation; What dose a  presentation Include; Working with presentations (Creating;  Saving; Closing; Opening presentations); Moving around in  the presentation; Managing the Slides( Inserting; Deleting;  Rearranging Slides, Changing Layout, Changing or  modifying themes |
| الثاني والعشرون | Managing Slide Objects (Using Select Versus Edit Mode;  Manipulating Text; Create Tables & Charts; Inserting  Pictures or Clip art or Multimedia); Creating a Master Slide;  Animating Objects ( Customizing the animation, Applying  Slide Transitions); Running the Slide Show and set up the  presentation; Previewing and Printing Presentation |
| الثالث والعشرون | The Internet, Browsers and the **World Wide Web** (The  Internet, The World Wide Web ,Web Browsers) ;  Understanding Web Site Addresses (Web Site Protocols,  Resource Names ) |
| الرابع والعشرون | Common Web Site/Page Elements; Browser Features and  Functions (Browser Functions, Browser Features); GettingConnected; Defining Network; Advantages of Using  Networks; Understanding Local Area Network (LAN) and  Wide Area Network (WAN); Connected to the internet (  Dial-Up Connection, Direct Connection); Domain and Sub  Domain, Needs for Security & Firewalls |
| الخامس والعشرون | **Digital communication:** How Can I Communicate with  Others? (Electronic Mail, Instant Messages, Text Messages,  VoIP, Video Conferencing, Chat Rooms, Social Networking  Sites, Blogs, Presence, and Standards for Electronic Communication) |
| السادس والعشرون | Working with **Email** (Usernames, Passwords and  Credentials) |
| السابع والعشرون | Using **Microsoft Outlook** (Creating New Messages,  Receiving Messages, Working with Attachments, Managing  Spam, Emptying the Junk E-mail Folder, Automating  Outlook) |
| الثامن والعشرون | **Digital Citizenship:** Identifying Ethical Issues  (Understanding Intellectual Property, Copyrights andLicensing); Protecting Your Data or Computer (Identifying  Software Threats, Understanding Viruses), Protecting  Yourself While Online; Buying Online; How Much  Information Should I Share?, Protecting Your Privacy) |
| التاسع والعشرون | **Finding Information:** Searching for Information  (Different types of Web Sites, Searching a Specific Web  Site); Using Search Engine Technology ( Understanding  How Search Engines Work) |
| الثلاثون | Narrowing the Search; Evaluating the Information (  Reliability and Relevance; Validity and Authenticity;  Objectivity and Bias ) |
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