وزارة التعليم العالي والبحث العلمي

الجامعة التقنية الوسطى

التخصصات

القسم التقنيات البصرية

 المفردات الدراسية

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.

|  |
| --- |
| 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 thedifferences between Uninstall and Undelete or Delete. |
| الخامس  | **Computer Hardware**; Identifying Computers (MainFrame; Super Computers; Mini computers; Desktop;Notebooks; Laptop; Tablet PCs; Servers; Hand-held orMobile computers; Music or Media players and ElectronicBook readers), |
| السادس | Looking Inside a Computer ( Microprocessor , Systemmemory , Storage systems); Recognizing Input /OutputDevices (using Keyboard; Pointing devices; Microphones;Monitor; Printers; Projector and Speakers); UnderstandingHow it works together |
| السابع | **Using Control Panel**; Customizing Desktop andDisplay; Changing Date and Time; Changing Language;Accessibility Settings |
| الثامن | Understanding Power Options ( Shut down, Sleep,Hibernate); Working with Power settings; Identifying modeof operation (Safe Mode and Normal Mode); UnderstandingUser Accounts and Rights ( Create New User Account;Changing Controls; Rights and Access) |
| التاسع  | What is a **Software** (Checking System Requirements &Hardware Implications); Application Software (IntegratedSuites, Desktop Publishing, Spreadsheets, DatabaseManagement, Presentations, Art, Engineering, Mathematic,Statistics, Medical, Management, Content Creation,Multimedia, Entertainment and System protection);Managing Software ( Install New one, Uninstall, Reinstalland 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; Gettingwindows help and support |
| الحادي عشر | What is **Key Applications**?; What it can do?; Gettingstarted (Start & Exit program), Looking at the main screen (for Word , Excel & PowerPoint), Accessing Commands andCharacteristic Features, Understanding Ribbon; Tabs;Status Bar; Scroll Bar, Create files from templates, How toget Help, Manipulating Files and Data Exchange |
| الثاني عشر | **Microsoft Word:** Entering and Editing Text (usingediting keys), Writing in Arabic and English , ChangingOrientation , Using Ruler, Move Around the Document,Selecting Text (word, line, paragraph, pages & all pages),Save ; Close ; Open Document, Customizing View, EditText Using (redo, undo, cut, copy $ paste), Formatting textusing 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 LineSpace, Set Paragraph Space, Working with Styles & UsingQuick Styles, Finding and Replacing items, DocumentFormatting, Page Background and Watermark, Learn howwrite Arabic in English direction and write English word inArabic direction |
| الرابع عشر |
| الخامس عشر | Page setup ( change paper size, orientation, margins), InsertPage breaks, Adding page number or titles, ApplyingColumns and how to use it, Preview and Print document,Using Multimedia files ( Insert images, objects) andmanipulating them, Using Tables (create new one, insertexcel table, selecting items in the table) and FormattingTables |
| السادس عشر | **Microsoft Excel:** Understanding Basic Terminology(Work sheet, Work file, Cell, Cell pointer, Cell Content,Row & Column reference), Building formula, MathematicalOperators, Hierarchy of the main mathematical operations;Managing Workbooks (Create new one ; Create fromTemplate, 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 fillingtechnique; Deleting & Editing content; Delete & Insert rowor column; Formatting cells (number; font; alignment;border; color and shading; protection of cells and worksheet) |
| الثامن عشر | Creating simple and complex formula using different typesof writing, Using absolute and relative address,Understanding common error values; Using common builtinfunctions ( Sum, Average, Max, Min, Count, Count A,Count Blank, If , Round, Sqrt, Today, Day360, Left, Right,Mid, Trim) ; Copying Formulas; Insert & DeletingWorksheets; 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, changingdata series color, adding or removing legend & data labels& data tables & grid lines); Sorting data Ascending &Descending , Sorting multiple fields, Filtering data usingAuto and Customize type; Customizing printout usingoptions, previewing & printing worksheet |
| الحادي والعشرون | Understanding **PowerPoint** & Presentation; What dose apresentation Include; Working with presentations (Creating;Saving; Closing; Opening presentations); Moving around inthe presentation; Managing the Slides( Inserting; Deleting;Rearranging Slides, Changing Layout, Changing ormodifying themes |
| الثاني والعشرون | Managing Slide Objects (Using Select Versus Edit Mode;Manipulating Text; Create Tables & Charts; InsertingPictures or Clip art or Multimedia); Creating a Master Slide;Animating Objects ( Customizing the animation, ApplyingSlide Transitions); Running the Slide Show and set up thepresentation; Previewing and Printing Presentation |
| الثالث والعشرون | The Internet, Browsers and the **World Wide Web** (TheInternet, The World Wide Web ,Web Browsers) ;Understanding Web Site Addresses (Web Site Protocols,Resource Names ) |
| الرابع والعشرون | Common Web Site/Page Elements; Browser Features andFunctions (Browser Functions, Browser Features); GettingConnected; Defining Network; Advantages of UsingNetworks; Understanding Local Area Network (LAN) andWide Area Network (WAN); Connected to the internet (Dial-Up Connection, Direct Connection); Domain and SubDomain, Needs for Security & Firewalls |
| الخامس والعشرون | **Digital communication:** How Can I Communicate withOthers? (Electronic Mail, Instant Messages, Text Messages,VoIP, Video Conferencing, Chat Rooms, Social NetworkingSites, Blogs, Presence, and Standards for Electronic Communication) |
| السادس والعشرون | Working with **Email** (Usernames, Passwords andCredentials) |
| السابع والعشرون | Using **Microsoft Outlook** (Creating New Messages,Receiving Messages, Working with Attachments, ManagingSpam, Emptying the Junk E-mail Folder, AutomatingOutlook) |
| الثامن والعشرون | **Digital Citizenship:** Identifying Ethical Issues(Understanding Intellectual Property, Copyrights andLicensing); Protecting Your Data or Computer (IdentifyingSoftware Threats, Understanding Viruses), ProtectingYourself While Online; Buying Online; How MuchInformation Should I Share?, Protecting Your Privacy) |
| التاسع والعشرون | **Finding Information:** Searching for Information(Different types of Web Sites, Searching a Specific WebSite); Using Search Engine Technology ( UnderstandingHow Search Engines Work) |
| الثلاثون | Narrowing the Search; Evaluating the Information (Reliability and Relevance; Validity and Authenticity;Objectivity and Bias ) |
|  |  |