

Goals

1. To develop positive attitudes toward computer, and reinforce student's self-confidence through the efficient use of this technology.
2. To value the educational and economic role of the computer as well as its function in facilitating communication.
3. To interact with other cultures and civilizations through various programs and computer networks.
4. To develop creativity, logical thinking, problem solving, and analysis abilities through programming.
5. To recognize the uniqueness of the computer as a programmable machine this can perform specific tasks upon the user's orders.
6. To acquire basic computer concepts and their use in various cultural, industrial, and commercial domains.
7. To acquire information management skills: navigating through information, sending, receiving, storing, and retrieving it.
8. To acquire database management techniques.
9. To use the computer efficiently and to manipulate its peripherals for various purposes.
10. To acquire the basic computer skills needed in the labor market

Objectives

1. Acquainting the learner with the computer, its main components and functions.
2. Developing keyboard and mouse skills as well as simple file management, electronic drawing, and typing.
3. Developing word processing concepts and skills to perform school and personal tasks, and to acquire useful skills for later professions.
4. Using spreadsheet techniques to organize data and perform arithmetic and statistical applications suitable for the students' level.
5. Searching for, retrieving, and demonstrating various types of information extracted from computer multimedia applications.

6. Practicing simple programming to experience the potential of the computer as a programmable machine that helps in developing problem-solving skills.

Content	
<p>1. The Computer System</p> <ul style="list-style-type: none"> • Hardware and Software • Types of computers • Input devices • Output devices 	<p>4. Microsoft Power Point</p> <p>a. Starting the program</p> <p>b. Inserting text</p> <ol style="list-style-type: none"> 1. Adding a title 2. Adding a subtitle 3. Inserting a text box 4. Changing the size 5. Changing the color <p>c. Inserting and managing images</p> <p>d. Inserting shapes</p> <ul style="list-style-type: none"> • Changing the size • Changing the color • Adding a new slide • Saving a presentation
<p>2. Windows XP</p> <ul style="list-style-type: none"> • Desktop fundamentals: • Desktop icons • Change the desktop background • Getting to know the start menu • Opening programs from the start menu • The search box • Working with files and folders • Copying and deleting folders 	<p>5. Video Maker</p> <ul style="list-style-type: none"> • The first screen • Inserting video or photo • The Timeline • Adding Visual effects & transition effects • Saving the project
<p>3. Introduction to advanced windows processing</p> <ul style="list-style-type: none"> • Microsoft word Program • Typing exercises • Keyboard tips • The flashing cursor • Using keyboard shortcuts • Useful formatting tips • Formatting lines and paragraphs • Open a saved document • Inserting a clipart and charts 	

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| <ul style="list-style-type: none">• Manage and print documents | |
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