

## **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  |  |
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| <p>1. Hardware and Software</p> <ul style="list-style-type: none"><li>• Input devices</li><li>• Output devices</li></ul>   | <p>2. Microsoft Excel</p> <ul style="list-style-type: none"><li>• Setting up a workbook</li><li>• Making data easier to read</li><li>• Adding graphics to a document</li><li>• Performing calculations</li></ul> |
| <p>3. Microsoft PowerPoint</p> <ul style="list-style-type: none"><li>• Opening an existing presentation</li><li>• Adding Bulleted text</li><li>• Inserting WordArt</li><li>• Changing slide layout</li><li>• Inserting a table</li><li>• Inserting audio</li><li>• Adding transitions</li><li>• Adding Animation</li></ul> | <p>4. Microsoft Publisher</p> <ul style="list-style-type: none"><li>• Creating Publications</li><li>• Printing Publications</li></ul>  |
| <p>5. The Internet</p> <ul style="list-style-type: none"><li>• Introducing the Internet</li><li>• Using search engines</li><li>• E-mail<ul style="list-style-type: none"><li>• Adding an attachment</li><li>• Adding a signature</li></ul></li></ul>   |  |