

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. Operating System</p> <ul style="list-style-type: none"> • Print management. • Disk diagnosis and files maintenance. <p>- Defragmentation</p> <p>- Scandisk</p> <p>2. Word Processing</p> <ul style="list-style-type: none"> • Templates. <p>- Formatting a document using a template.</p> <p>- Style Gallery</p> <ul style="list-style-type: none"> • Columns. <p>- Dividing a page into columns.</p> <p>- Setting columns number and width.</p>	<p>4. Electronic Presentation Techniques</p> <ul style="list-style-type: none"> • The presentation software environment. <p>- The default menu.</p> <p>- The toolbars.</p> <ul style="list-style-type: none"> • Selecting a model for the presentation. <p>- Selection of an existing model.</p> <p>- Modification of display characteristics.</p> <p>- Inserting texts.</p> <ul style="list-style-type: none"> • Inserting multimedia elements in the presentation. <p>- Selecting images from different sources.</p> <p>- Inserting tables, sounds, and graphic</p>

<ul style="list-style-type: none"> • Increasing editing productivity. <p>- Finding and replacing text.</p> <p>- Automatic insertion (Autotext).</p> <p>- Automatic correction.</p> <p>3. Spreadsheet</p> <ul style="list-style-type: none"> • Page setup and Print Preview. <p>- Page setup.</p> <p>- Print area.</p> <ul style="list-style-type: none"> • Workbook. <p>- Relative and absolute reference.</p> <p>- Sheet handling within a workbook.</p> <ul style="list-style-type: none"> • Charts. • Simple statistical applications. 	<p>charts.</p> <ul style="list-style-type: none"> • Running a presentation. <p>- Manual presentation.</p> <p>- Programmed presentation.</p> <ul style="list-style-type: none"> • Students' projects.
<p>5. Blog</p> <ol style="list-style-type: none"> a. Introduction to Blog b. Create blog 	