

**Instructor: Dr.Ayed Alwadain**

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**Subject: 2306 CT Computer Skills -2-**

**Text Book**

Timothy O'Leary and Linda O'Leary, Computing Essentials, 2008.

**Reference**

Exploring Microsoft Office Access 2010 Comprehensive. Robert T. Grauer, Mary Anne Poatsy, Keith Mast and Lynn Hogan. 2011

**Course Description**

WEEK	TOPICS
1,2	<b>1: Information Technology, the Internet, and You-</b> software, hardware, data, connectivity, & wireless
3	<b>2: The Internet, the web and e- commerce</b>
4	<b>3: System Software</b>
5	<b>4: Input and Output :</b> --Input: Getting data from user to computer – keyboard, pointing device, MICR, optical recognition methods, digital cameras—output: Computer screen technology, printers, voice output; terminals; computer graphics
6, 7	<b>5: Connectivity, the Wireless Revolution, and Communications</b> (systems, channels, devices)—data transmission & networks (architecture, types)
	<b>Major Exam I</b> (1, 2, 3,4)
8	<b>6: Databases:</b> data AND its organization. Database types, uses, issues, and DBMS structure
9	<b>7: Exploring Microsoft Access 2010:</b> Navigate among objects in Access database, Understand the difference between working in storage and memory, Practice good database file management, Back up, compact, and repair Access files, Create filters, Sort table data on one or more fields, Know when to use Access or Excel to manage data, Use Relationships window, Understand relational power.
10	<b>8: Exploring Microsoft Access 2010:</b> Design Data, Create Tables, Understand table relationships, Share Data with excel
11	<b>9: Exploring Microsoft Access 2010:</b> Establish table relationships, create a

	single table query, Specify criteria for different data types, Copy and run a query, Use the query wizard, Create a multi-table query, Modify a multi-table query.
12	<b>10: Privacy and Security</b> —people, ergonomics—the environment
	<b>Major Exam II</b> (5, 6, 7, 8)
13, 14	<b>11: Statistical and Financial functions in excel</b>
15	<b>12: Your Future and Information Technology:</b> changing times, technology and organizations, technology and people, use information system in all fields <b>Revision</b>

2 Course components (total contact hours per semester):			
Lecture: 30 hrs.	Tutorial: 3 hrs.	Practical/Fieldwork/Internship: 9 hrs.	Other: 3 hrs. (for quizzes and exams)

### Assessment

Schedule of Assessment Tasks for Students During the Semester			
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
<b>1</b>	<b>Reports, discussions and home works</b>	<b>Most weeks</b>	<b>5%</b>
<b>2</b>	<b>Quizzes</b>	<b>One for each chapter</b>	<b>10%</b>
<b>3</b>	<b>Major Exams</b>	<b>7,13</b>	<b>30%</b>
<b>4</b>	<b>Lab exam in access and excel (statistical functions)</b>	<b>14</b>	<b>15%</b>
<b>5</b>	<b>Final Semester exam</b>	<b>16</b>	<b>40%</b>