

نموذج وصف المقرر وبنيته

1. اسم المقرر :					
حاسوب					
2. كود المقرر:					
3. الفصل / السنة سنوي					
سنوي					
4. تاريخ اعداد هذا الوصف 2026-2025					
2025-2026					
5. اشكال الحضور المتاحة حضور اسبوعي					
المحاضرات نظري (ومختبرات العملي الاسبوعي)					
6. عدد الساعات الدراسية (الكلي):					
عدد الساعات الدراسية : 45 ساعة \ ساعة نظري وساعتان عملي (اسبوعيا)					
7. اسم مسؤول المقرر الدراسي :					
8. اهداف المقرر					
1. تمكين الطلبة من التعرف على تطبيقات التعلم الالكتروني 2. تمكين الطلبة من التعرف على مكوناته المادية والبرمجية 3. تمكين الطالب من استخدام البرمجيات بشكل قانوني وامن وكيفية حماية الحاسوب الخاص من الاختراق الأمني 4. تمكين الطالب من التمييز بين انواع أنظمة التشغيل واستخداماتها 5. تمكين الطلبة من اكتساب مهارات الحاسوب التي تساعده في مجال الاختصاص					اهداف المادة الدراسية:
1. استراتيجيات التعليم والتعلم					
1. الطريقة الالقائية 2. استخدام محاضرات البوربوينت 3. طريقة المحاور والنقاش 4. استعمال الشاشات والسماعات الذكية في عرض المادة العلمية 5. التعليم في المختبرات لاكتساب المهارات العلمية 6. التقارير والمشاريع 7. المجاميع الطلابية 8. ورش العمل 9. الرحلات العلمية					الاستراتيجية
2. بنية المقرر					
Week	hours	Unit or subject name	Required Learning Outcomes	Learning method	Evaluation method

1.	1hrs.Theory 2hrs.Practical	Introduction to computer	Concepts of Hardware and Software with their components; concept of computing	Power Point + Practic al	Quiz and assessment on computer
2.	1hrs.Theory 2hrs.Practical	Introduction to computer	Data and information ;connecting input/output devices, and peripherals to CPU	Power Point + Practic al	Quiz and assessment on computer
3.	1hrs.Theory 2hrs.Practical	Computer Components:	Computer Portions, Hardware Parts, I/O Units, Memory Types.	Power Point + Practic al	Quiz and assessment on computer
4.	1hrs.Theory 2hrs.Practical	Computer Components (Cont.):	Basic CPU Components, Computer Ports,	Power Point + Practic al	Quiz and assessment on computer
5.	1hrs.Theory 2hrs.Practical	Computer Components (Cont.):	Personal Computer, Personal Computer (Features and Types)	Power Point + Practic al	Quiz and assessment on computer
6.	1hrs.Theory 2hrs.Practical	Operating System and Graphical User Interface GUI	Operating System; Basics of Common operating systems	Power Point + Practic al	Quiz and assessment on computer
7.	1hrs.Theory 2hrs.Practical	Operating System and Graphical User Interface GUI	The User Interface, using Mouse techniques	Power Point + Practic al	Quiz and assessment on computer
8.	1hrs.Theory 2hrs.Practical	Operating System and Graphical User Interface GUI(count)	Use of Common Icons, Status bar, Using Menu and menu- selection	Power Point + Practic al	Quiz and assessment on computer
9.	1hrs.Theory 2hrs.Practical	Operating System and Graphical User Interface GUI(count)	Concept of Folders and Directories Opening	Power Point + Practic al	Quiz and assessment on computer
10.	1hrs.Theory 2hrs.Practical	Operating System and Graphical User Interface GUI(count)	closing of different Windows; creating Short cuts.	Power Point + Practic al	Quiz and assessment on computer
11.	1hrs.Theory 2hrs.Practical	word Processing	Word Processing Basics; Basic Features of Word Processors,	Power Point + Practic al	Quiz and assessment on computer
12.	1hrs.Theory 2hrs.Practical	word Processing	Opening and Closing of documents, Text creation and Manipulation;	Power Point + Practic al	Quiz and assessment on computer
13.	1hrs.Theory 2hrs.Practical	word Processing	Formatting Text and Paragraphs, Using Templates or Document Creation.	Power Point + Practic al	Quiz and assessment on computer
14.	1hrs.Theory 2hrs.Practical	word Processing(cont.)	Creating and Managing tables,	Power Point +	Quiz and assessment on computer

			Utilizing Styles and Themes,	Practical	
15.	1hrs.Theory 2hrs.Practical	word Processing(cont.)	Spell Check and Grammar Tools, Using Headers and Footers	Power Point + Practical	Quiz and assessment on computer
16.	1hrs.Theory 2hrs.Practical	Spread Sheet	Introduction to Spreadsheet Software, Creating and Formatting Worksheets.	Power Point + Practical	Quiz and assessment on computer
17.	1hrs.Theory 2hrs.Practical	Spread Sheet	Sorting and Filtering Data, Using Formulas and Functions.	Power Point + Practical	Quiz and assessment on computer
18.	1hrs.Theory 2hrs.Practical	Spread Sheet(cont.)	Using formulas and functions, using pivot tables for data analysis	Power Point + Practical	Quiz and assessment on computer
19.	1hrs.Theory 2hrs.Practical	Spread Sheet(cont.)	Data Validation and Error Checking, Data visualization:	Power Point + Practical	Quiz and assessment on computer
20.	1hrs.Theory 2hrs.Practical	Spread Sheet(cont.)	Creating Charts and graphs	Power Point + Practical	Quiz and assessment on computer
21.	1hrs.Theory 2hrs.Practical	Presentation Software	Introduction to Presentation Software, Overview of Popular Presentation Tools creating a New Presentation	Power Point + Practical	Quiz and assessment on computer
22.	1hrs.Theory 2hrs.Practical	Presentation Software	Using Templates and themes, Inserting and Formatting Text and Images, Transition and Animation Effects.	Power Point + Practical	Quiz and assessment on computer
23.	1hrs.Theory 2hrs.Practical	Presentation Software(cont.)	Using Speaker Notes and Timers,, Advanced Features: Hyperlinks and Action Buttons,	Power Point + Practical	Quiz and assessment on computer
24.	1hrs.Theory 2hrs.Practical	Presentation Software(cont.)	Troubleshooting common Presentation Issues, Future Trends in Presentation Technology.	Power Point + Practical	Quiz and assessment on computer
25.	1hrs.Theory 2hrs.Practical	Introduction to Internet and Web Browsers	Computer networks Basic; LAN, WAN	Power Point + Practical	Quiz and assessment on computer

26.	1hrs.Theory 2hrs.Practical	Introduction to Internet and Web Browsers	Concept of internal and its Applications; connecting to internet.	Power Point + Practical	Quiz and assessment on computer
27.	1hrs.Theory 2hrs.Practical	Introduction to Internet and Web Browsers(cont.)	World Wide Web; Web Browsing software's, Search Engines	Power Point + Practical	Quiz and assessment on computer
28.	1hrs.Theory 2hrs.Practical	Introduction to Internet and Web Browsers(cont.)	Understanding URL; Domain name; IP Address.	Power Point + Practical	Quiz and assessment on computer
29.	1hrs.Theory 2hrs.Practical	Communications and Emails	Basics of electronic mail; Getting an email account; Sending and receiving mails; Accessing sent emails; Using Emails; Document collaboration.	Power Point + Practical	Quiz and assessment on computer
30.	1hrs.Theory 2hrs.Practical	Introduction to Cloud Computing and Services	Definition of Cloud Computing and its concept, Cloud-Based Office Suites (Office 365 and Google workspace), Google Docs, Google Sheets, Google Drive, Google Meet	Power Point + Practical	Quiz and assessment on computer

3. تقييم المقرر

1. امتحان الفصل الاول النظري + العملي 12.5
2. امتحان الفصل الثاني النظري + العملي 12.5
3. امتحان نصف السنة 15
4. امتحان نهاية السنة 60

4. مصادر التعلم والتدريس

1. GrahamBrowt1, David Watson, "Cambridge IGCSE Information and Communication Technology", 3rd Editi (2020)
2. Alan Evans, Kendall Martin, Mary Anne Poatsy, "Technology; In Action Complete", 16th Edition (2020).
3. Microsoft Office 2019 Step by step 1s Edition by Curtis Frye & Joan Lambert. 37
4. الخضر علي الخضر بحث : اساسيات الحاسوب 2016