

## SYLLABUS

**Field:** Economic Sciences and Management, **Branch:** Management Sciences

**Specialty:** Computer Science

**Semestre :** 1

**School year:** 2024/2025

### *Identification of the teaching subject*

**Titled:** Computer Science 1

**Teaching unit:**

**Number of Credits:**

**Coefficient:** 2

- **Total weekly hourly volume: 1h30**
- Course (number of hours per week): The course is integrated with practical works
- Tutorials (number of hours per week): 1h30

### *Head of teaching subject*

**Last Name, First name, Rank:** Kemmar Amina, MCA

**Office location (Block, Office):** /

**Email :** Kemmar.amina@gmail.com

**Tel (Optionnel) :** /

**Course time and location:** / Room :

### *Description of the teaching subject*

**Prerequisites:** None

**Learning objectives:** The objective of this course is to provide first-year university students with a comprehensive understanding of the fundamentals of computer science. The course covers topics such as the definition and history of computer science, information coding, types of computers, hardware components, software systems, and Windows operating systems. Additionally,

students will learn basic file management skills and computer security measures, as well as receive an introduction to office software such as Microsoft Word and PowerPoint.

### **Course content:**

#### **Part 1: Basics of Computer Science (6 sessions)**

##### **1. BASIC CONCEPTS OF COMPUTER SCIENCE AND COMPUTERS (2 sessions)**

- Computer Science: Definition, fields of application, history of computing
- Information: Definition and encoding
- Computers: Definition, types, Internet, WWW

##### **2. PC FUNCTIONNING (3 sessions)**

###### **- Hardware**

- Basic hardware components of a PC (Processor, RAM, motherboard, graphics card)
- Memory types
- Input and output devices

###### **- Software**

- Operating systems
- Application software

##### **3. INTRODUCTION TO THE WINDOWS OPERATING SYSTEM (2 sessions)**

- Overview of Windows: Desktop, icons, Recycle Bin, My Computer
- Windows Explorer, Control Panel
- File and folder management
- Computer security

#### **Part 2: Office Software (6 sessions)**

##### **1. INTRODUCTION TO MICROSOFT WORD**

##### **2. INTRODUCTION TO MICROSOFT POWERPOINT**

### Assessment Methods

The nature of the assessment:	Percentage weightings:
Exam	60%
Mini-tests	20%
Tutorials	
Practical Assignments	20%
Personal Project	
Group Work	
Field Visits	
Attendance	
Other	
<b>Total</b>	<b>100%</b>

### References & Bibliography

#### Textbook (Main Reference) :

Introduction to Computer Science for Beginners: A Comprehensive Guide to Computer Science Fundamentals Part 01	<a href="#">Akash Kumar Nayak</a>	January 14, 2023 Amazon's Kindle Direct Publishing (KDP) platform

#### Les références de soutien si elles existent :

Windows Operating System Fundamentals	<a href="#">Crystal Panek</a>	Released November 2019 Publisher(s): Sybex
<b>Title of the Book (2)</b>	<b>Author</b>	<b>Publisher and Year of Publication</b>

## Course Schedule

Week	Course Title	Date
Week 1	<b>Introduction to Computer Science: Definition, Applications, History</b>	
Week 2	<b>Information: Definition and Encoding.</b> <b>Computers: Definition, Types, Internet, WWW</b>	
Week 3	<b>PC Hardware Basics</b>	
Week 3	<b>Software: Operating Systems and Application Software</b>	
Week 4	<b>Exercises on information Encodings (1/2)</b>	
Week 5	<b>Exercises on information Encodings (2/2)</b>	
Week 6	<b>Introduction to Windows: Desktop, Icons, Recycle Bin, My Computer</b>	
Week 7	<b>Windows Explorer, Control Panel, File/Folder Management, Security Basics</b>	
Week 8	<b>Introduction to Microsoft Word: Interface and Basic Formatting</b>	
Week 9	<b>Microsoft Word Continued: Page Layout, Tables, and Images</b>	
Week 10	<b>Advanced Word: Styles, Sections, Table of Contents, and Review</b>	
Week 11	<b>Introduction to Microsoft PowerPoint: Interface, Slide Creation, Layouts</b>	
Week 12	<b>PowerPoint Continued: Design, Images, Charts, and Media Integration</b>	
Week 13	<b>Advanced PowerPoint: Transitions, Animations, Presenter View, and Tips</b>	