CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Arabic 180 – Basic Computer Skills for Arabic Learners

1 hour lecture, 1 unit

Catalog Description
Students will be provided with the basic information and skills needed to operate a computer efficiently to support Arabic classes with an emphasis on basic keyboarding techniques and typing in Arabic, editing and formatting text in Arabic, and creating, formatting, and editing PowerPoint presentations in Arabic. Includes an overview of file and folder management to store information, using computer input devices, searching the internet, and sending email with attachments. *Also listed as BOT 180. Not open to students with credit in BOT 180.*

Prerequisite
None

Recommended Preparation
"C" grade or higher or "Pass" in Arabic 120 or equivalent

Entrance Skills
Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:
1) Basic knowledge of Arabic such as alphabets and beginning level of reading and writing skills

Course Content
1) Basic computer terminology
2) Learn the Arabic alphabetic keyboard through keyboarding drills
3) Drill on correct fingering and keyboarding techniques
4) Keyboarding of numbers and symbols
5) Drills to increase speed of input on alpha/numeric data
6) Techniques of error detection and correction
7) Basic file management techniques to create and manage files and folders for storing information
8) Introduction to Word in Arabic
9) Creating and editing Word documents in Arabic (selecting text, cutting, copying and moving text)
10) Formatting Word documents in Arabic (format text, add images)
11) Introduction to PowerPoint in Arabic
12) Creating and editing PowerPoint presentations in Arabic (adding and organizing slides)
13) Formatting PowerPoint presentations in Arabic (use slide templates, format text, add images and video, and transition effects)
14) Basic use of email to send messages with file attachments
15) Navigating the internet to search for, print, and download information

Course Objectives
Students will be able to:
1) Demonstrate proper techniques when keyboarding in Arabic such as eyes on copy, body straight, feet flat on floor, fingers curved around home keys, and rhythmic, unhesitant and continuous keystroking.
2) Identify various parts of the keyboard such as alphanumeric keys, numeric keypad, arrow keys, caps lock, num lock, tab and escape keys.

3) Identify input, output and storage devices in a computer system and demonstrate their practical applications for saving files.
4) Use a mouse or similar device to perform basic computer tasks such as selecting menus by pointing, clicking, double-clicking and dragging.
5) Create and manage files and folders
6) Perform fundamental operations using Word (opening, closing, printing a document, inserting and deleting text, formatting text, selecting text, cutting, copying and moving text).
7) Apply editing and proofing tools such as cut, copy, spelling and grammar checker, and the thesaurus to produce error-free documents.
8) Select appropriate graphics and insert into a document.
9) Use PowerPoint to create presentations.
10) Use slide layouts, backgrounds, font enhancements, slide designs, and color schemes to maximize effectiveness of presentations.
11) Use clip art, photos, video clips, WordArt and other graphics to increase effectiveness of presentations.
12) Use web browsers such as Microsoft Edge, Google Chrome, or Mozilla Firefox to navigate and search the web, as well as download content to a PC or mobile device.
13) Create and send email with file attachments.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.
1) Timed writings
2) Demonstration of keyboarding technique
3) Presentations using various computer software applications
4) Quizzes and exams (objective, performance)
5) Assignments and projects

Special Materials Required of Student

Electronic storage media

Minimum Instructional Facilities

Computer lab with Internet access, appropriate software

Method of Instruction

1) Lecture
2) Computer projects
3) Keyboarding drill and practice

Out-of-Class Assignments

1) Reading assignments
2) Software exercises and projects
3) Keyboarding practice

Texts and References

1) Required (representative examples):
   a. Wooden, Lisa, *Welcome to Computers for ESL Students.* 6th edition. Labyrinth Learning, 2021.
   b. Greg Marshal, *Computer Basics Microsoft Windows,* 11th edition. Labyrinth Learning, 2023.
   c. *Typing Club software, 2024,* www.typingclub.com
   d. Newton, Kevin, *Arabic Typing (Arabic and English Edition),* CreateSpace Independent Publishing, 2011.
2) Supplemental: None

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Use appropriate software applications such as email, web browsers, Word and PowerPoint to create and share presentations in Arabic.
2) Demonstrate keyboarding input in Arabic using proper keyboarding techniques.