

## COURSE DESCRIPTION

### Department of Service Courses

**Computer Skills** **Course Number:(01101151)** **(3 CHs)**

- Learn advanced MS-Office Word.
- Learn advanced MS-Office Excel.
- Learn advanced MS-Office Power Point.
- Learn advanced MS-Office Access.

#### Course outcomes:

1. Understand computer with others electronically.
2. Compare concepts and terminology related to the MS-Office.
3. Use skills to work on MS-Office securely.
4. Search in the MS-Office Word, MS-Excel, MS-PowerPoint, and Ms-office Access accurately.
5. Design simple MS-Office Templates.
6. Use advanced skills MS-Office Word.