

Kingdom of Saudi Arabia
Najran University
PREPARATORY YEAR



SECOND SEMESTER
SESSION 1440-41
Department of Computer Skills

Course: _____ 140 Tec-2 _____ Description/Syllabus to be covered

Week No.	Date		Syllabus/Topics	REMARKS
	Hijri	Gregorian		
1.	24/5/1441 28/5/1441	19/1/2020 23/1/2020	ORIENTATION	
2.	1/6/1441 5/6/1441	26/1/2020 30/1/2020	LECTURE 1 : IT (27-39) LECTURE 2 : IT (40-49)	
3.	8/6/1441 12/6/1441	2/2/2020 6/2/2020	LECTURE1: IT (50-58) LECTURE 2: WINDOWS(67-87)	
4.	15/6/1441 19/6/1441	9/2/2020 13/2/2020	LECTURE 1: WINDOWS(88-112) LECTURE 2 :WINDOWS(115-126)	
5.	22/6/1441 26/6/1441	16/2/2020 20/2/2020	LECTURE 1 : WORD (235-274) LECTURE 2 : WORD (274-280)	
6.	29/6/1441 3/7/1441	23/2/2020 27/2/2020	FMT	<u>(IT + Windows)</u>
7.	6/7/1441 10/7/1441	1/3/2020 5/3/2020	LECTURE 1 : WORD (281-290) LECTURE 2 : WORD (291-302)	
8.	13/7/1441 17/7/1441	8/3/2020 12/3/2020	LECTURE 1 : PPT (319-363) LECTURE 2 : PPT (363-387)	
9.	20/7/1441 24/7/1441	15/3/2020 19/3/2020	LECTURE 1 : EXCEL (397-411) LECTURE 2 : EXCEL (417-433)	
10.	27/7/1441 2/8/1441	22/3/2020 26/3/2020	LECTURE 1 : EXCEL (434-447) LECTURE 2 : EXCEL (453-478) SMT	
11.	5/8/1441 9/8/1441	29/3/2020 2/4/2020	SMT	
12.	12/8/1441 16/8/1441	5/4/2020 9/4/2020	WORKSHEETS REVISION	
13.	19/8/1441 23/8/1441 26/8/1441 30/8/1441	12/4/2020 16/4/2020 19/4/2020 23/4/2020	PRACTICAL EXAM LECTURE 1 : INTERNET	(Word+Excel+PPT)
14.	3/9/1441 7/9/1441 10/9/1441 14/9/1441	26/4/2020 30/4/2020 3/5/2020 7/5/2020	LECTURE 1 : E-LEARNING LECTURE 2 : E-LEARNING	
15.	17/9/1441 21/9/1441	10/5/2020 14/5/2020	FINAL EXAMS	
16.	24/5/1441 28/5/1441	19/1/2020 23/1/2020	FINAL EXAMS	
17.	1/6/1441 5/6/1441	26/1/2020 30/1/2020	FINAL EXAMS	
			Summer vacation starts for students	
			Summer vacation starts for teaching staff	
			Teaching staff (re)joins	
			First Semester 1441-42 begins	