SESSION PLAN

*~~Lecture~~/~~Tutorial~~/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 1	Title: Introduction to Internet	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	E-mail • Gmail / Hotmail / msn Moodle • Sign in • Enrollment • Check resources (power point – notes) • Announcement • Assignments • Quiz Search engine Google features and tools

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

*Lecture/Tutorial/Laboratory/Workshop

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 2	Title: Introduction to Windows XP	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description

	• Desktop
	• File management
	   o Create folder/ file
	   o Copy / cut /paste
	   o Hide / delete / File properties
	   o Views
	   o Zip/unzip
	• Access server
	   o Create folder in" IT labwork" folder
	• Control panel
	   o Add hardware
	   o Install / uninstall software
	   o Date /time
	   o Windows update
	   o Language settings /Accessibility options
	   o Power management
	• MS Paint
	   o Print Screen /Edit pictures

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

SESSION PLAN

*~~Lecture~~/~~Tutorial~~/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 3	Title: MS-outlook 2007 – Introduction to MS word 2007	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description

	MS outlook 2007
	
	• Account settings
	• E-mail management (inbox /create folders)
	• Calendar / To do list
	• Contacts (create new / import)
	• Create and manage rules
	MS Word 2007
	
	• Word interface overview
	• Office button
	    o New (blank / templates)
	    o Open / open recent
	    o Save / save as (earlier version)
	Close / exit

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

Lecture/Tutorial/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 4	Title: MS word 2007	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	- Copy / cut / paste / Format painters - Formatting (font size / style / color/change case / superscript / subscript/ highlight) - Paragraphs / indentation - Line space - Bullets (nested) / numbering (nested) - Text Style - Find/ replace - View menu overview - Review menu overview (spelling & grammar check / comment /track changes)

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

Lecture/~~Tutorial~~/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 5	Title: MS word 2007 (cont.)	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Insert Menu • Cover page • Page break/ Blank page • Table (formatting / auto format) • Picture (File / Clip art) • Shapes /smart shapes • chart • word art • header/footer • page number • symbols / equation • bookmark / hyperlink • Drop cap

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

Lecture/Tutorial/Laboratory/Workshop

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 6	Title: MS word 2007 (cont.)	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	- References menu - Table of contents - Footnote/endnote - Citation - Caption - Mailings - Mail merge using wizard - Page layout - Themes - Page setup - Page background (watermark / page color / page border) - Print Revision case

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

~~Lecture~~/~~Tutorial~~/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 7	Title: Mid Term Exam	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Mid term exam

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

*Lecture/Tutorial/Laboratory/Workshop

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 8	Title: Introduction to movie maker	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	• Import Pictures • Import audio • Import video • Add effects and transitions • Add titles (beginning / end / through movie) • Save

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

~~Lecture~~/~~Tutorial~~/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 9	Title: *MS Power Point 2007*	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description

	• Introduction to presentation skills
	• Interface overview
	• Working with slides
	    o Insert new slide
	    o Slide layout
	• View menu
	    o Presentation views (normal / slide master/…)
	• Design menu
	    o Background
	    o Themes

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

Lecture/Tutorial/Laboratory/Workshop

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 10	Title: *MS Power Point 2007(Cont.)*	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	• Animation / Custom animation • Slide transitions

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

SESSION PLAN

*Lecture/~~Tutorial~~/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 11	Title: *MS Power Point 2007(Cont.)*	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	• Insert menu • Hyperlink (text / pictures) • Slide show options

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

~~Lecture~~/~~Tutorial~~/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 12	Title: **Microsoft PowerPoint 2007 case**	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Microsoft Power Point Case

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

*~~Lecture~~/~~Tutorial~~/Laboratory/~~Workshop~~

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 13	Title: Revision	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	MS Power Point Revision

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

College: *Management and Technology*
Department of: *Management Information Systems*

SESSION PLAN

Lecture/Tutorial/Laboratory/Workshop

(*Delete As Appropriate)

COURSE PARTICULARS	
# *S111*	Title: *Introduction to Information Technology*

SESSION PARTICULARS		
# 14	Title: Final Exam	Hrs: *2*

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Final Exam

Prepared by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date: 7/02/2008

Approved by :

Designation Dr.

Name: Medhat Fakhry

Sign:

Date:7/02/2008

MPC3/3-1

<u>Laboratory</u>

Source Material
Lab Sheet

Supplementary Material

Educational Resources
White board, Data show

Tutorial/Laboratory/Workshop (Delete as Required)

MPC3/3-1