**COURSE Syllabus**

**Course Name: Computer Skills**

**Course Number: 01101151**

General Course Information:

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| Course title | Computer Skills |
| Course number | 01101151 |
| Credit hours (theory, practical) | 3 |
| Contact hours (theory, practical) | Sun :( 2:00-3:00) |
| Prerequisites/co requisites | None |
| Academic Program | Bachelor |
| Program code | 10 |
| Awarding institution | Isra University |
| Faculty | Arts Faculty |
| Department | Courses Service |
| Level of course | 1-1 |
| Academic year /semester | 2019-2020/ First Semester |
| Awarded qualification | Bachelor Degree |
| Other department(s) involved in teaching the course | All university Departments |
| Language of instruction | English |
| Date of production/revision | 16-10-2019 |

Course Coordinator:

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| Coordinator's Name: Dr . Abullah Alali  Office No.:  Office Phone: *2442*  Office Hours: Sun: (11:00-12:00)/ Mon: (9:30-11:00) /Tue:(1:00-2:00) / Wed: (12:30-02:00) /Thu:(03:00-04:00)  **Email:**  [Abdulla.Alali@iu.edu.jo](mailto:Abdulla.Alali@iu.edu.jo) |

Other Instructors:

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| Instructor’s Name: Dr. khalil barhoum  Office No.:  Office Phone: 2513  Office Hours: Sun: (10:00-11:00)/ Mon: (11.00-12:00) /Tue:(1:00-2:00) / Wed: (02:00-03:00) /Thu:(03:00-04:00)  **Email:** khalil.barhoum@iu.edu.jo |

Course Description:

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| In this Course the students will:   1. Learn advanced MS-Office Word. 2. Learn advanced MS-Office Excel. 3. Learn advanced MS-Office Power Point. 4. Learn advanced MS-Office Access. |

Text Book: *Author(s), Title, Publisher, Edition, Year, Book website.*

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| Computer Basics Dr.Bitto Kumar vspublishers 2015 |

References: *Author(s), Title, Publisher, Edition, Year, Book website.*

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| Required book (s), assigned reading and audio-visuals:  <https://www.microsoft.com/en-us/education/products/learning-tools> |

Course Educational Objectives (CEOs):

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|  | Strengthen knowledge in using Windows. |
|  | Learn the main skills of computer and Internet. |
|  | Strengthen knowledge in using MS-Office Word, MS-Excel, MS-PowerPoint, and Ms-office Access Weekly practice in the lab. |

Intended Learning Outcomes (ILO’s):

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|  | Intended Learning Outcomes (ILO’s) | **Relationship to CEOs** | **Contribution to PLOs** |
| 1. A | Knowledge and Understanding: | | |
| 1. A1 | Understand computer with others electronically.. | 1,3 | b |
| 1. B | Intellectual skills: | | |
| 1. B1 | Compare concepts and terminology related to the MS-Office. | 2,3 | b |
| 1. B2 | Use skills to work on MS-Office securely. | 2,3 | b |
| 1. C | Subject specific skills: | | |
| 1. C1 | Search in the MS-Office Word, MS-Excel, MS-PowerPoint, and Ms-office Access accurately. | 2 | b |
| 1. C2 | Design simple MS-Office Templates . | 3 | b |
| 1. D | Transferable skills: | | |
| 1. D1 | Use advanced skills MS-Office Word. | 1,2,3 | b |

Topic Outline and Schedule:

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| **Topic** | **Weeks** | **Achieved ILOs** |
| Introduction | 1. 1 | A1,B1,B2 |
| Course Outline Description | 1. 2 | A1,B1,B2 |
| MS-Word | 1. 3 | B1,C1 |
| MS-Word | 1. 4 | B1,C1 |
| MS-EXCEL | 1. 5 | B1,C1 |
| The First Exam | 1. 6 |  |
| MS-EXCEL | 1. 7 | A1,B1 |
| MS-EXCEL | 1. 8 | A1,B1 |
| MS-EXCEL | 1. 9 | A1,B1 |
| MS-Access | 1. 10 | A1,B1,D1 |
| The Second Exam | 1. 11 |  |
| MS-PowerPoint | 1. 12 | A1,B1,D1 |
| MS-PowerPoint | 1. 13 | B1,B2 |
| MS-PowerPoint | 1. 14 | B1,B2 |
| MS-PowerPoint | 1. 15 | B1,B2 |
| **Final exam** | 1. 16 |  |

Teaching Methods and Assignments:

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| Development of ILOs is promoted through the following teaching and learning methods:  Lectures |

Course Policies:

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| A- Attendance policies:  The maximum allowed absences is 15% of the lectures.  B- Absences from exams and handing in assignments on time:  First Exam and second exam can be retaken based on approval of excuse by the instructor's discretion.  Not handing assignment on time will incur penalties.  C- Academic Health and safety procedures  D- Honesty policy regarding cheating, plagiarism, and misbehaviour:  Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.  E- Grading policy:   * All homework is to be posted online through the e-learning system. * Exams will be marked within 72 hours and the marked exam papers will be handed to the students.   F- Available university services that support achievement in the course: **Labs, Library.** |

Required equipment:

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| * **Computers** * **Data Show** |

Assessment Tools implemented in the course:

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| ☐ First Written Exam.  ☐ Second Written Exam.  ☐ Final Written Exam. |

Program Learning Outcome (PLOs):

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| Program Learning Outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviours that students acquire as they progress through the program. A graduate of the () program will demonstrate | |
|  | الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع, والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية. |
|  | الإلمام بمهارات الحاسوب والإنترنت. |
|  | معرفة القوانين والحقوق الواجبة في التعاملات. |
|  | الإلمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات. |
|  | معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ الانتماء والمواطنة والحس الوطني. |
|  | المعرفة بأحداث التاريخ العربي والإسلامي والمعاصر. |

Responsible Persons and their Signatures:

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| **Course**  **Coordinator** | **Dr.Abdullah Alali & khalil barhoum** | **Completed Date** | 16/10/2019 |
|  |  | **Signature** |  |

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| --- | --- | --- | --- |
| **Received by** (Department Head) |  | **Received Date** | / / |
|  |  | **Signature** |  |