
COURSE Syllabus

Course Name: Computer Skills

Course Number: 01101151

General Course Information:

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:

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

Other Instructors:

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)
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Course Description:

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.

Computer Basics Dr.Bitto Kumar vspublishers 2015

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

Required book (s), assigned reading and audio-visuals:

<https://www.microsoft.com/en-us/education/products/learning-tools>

Course Educational Objectives (CEOs):

1.	Strengthen knowledge in using Windows.
2.	Learn the main skills of computer and Internet.
3.	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):

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

Topic Outline and Schedule:

Topic	Weeks	Achieved ILOs
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Introduction	12. 1	A1,B1,B2
Course Outline Description	13. 2	A1,B1,B2
MS-Word	14. 3	B1,C1
MS-Word	15. 4	B1,C1
MS-EXCEL	16. 5	B1,C1
The First Exam	17. 6	
MS-EXCEL	18. 7	A1,B1
MS-EXCEL	19. 8	A1,B1
MS-EXCEL	20. 9	A1,B1
MS-Access	21. 10	A1,B1,D1
The Second Exam	22. 11	
MS-PowerPoint	23. 12	A1,B1,D1
MS-PowerPoint	24. 13	B1,B2
MS-PowerPoint	25. 14	B1,B2
MS-PowerPoint	26. 15	B1,B2
Final exam	27. 16	

Teaching Methods and Assignments:

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

Course Policies:

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:

- **Computers**
- **Data Show**

Assessment Tools implemented in the course:

- First Written Exam.
- Second Written Exam.
- Final Written Exam.

Program Learning Outcome (PLOs):

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

a.	الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع، والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية.
b.	الإلمام بمهارات الحاسوب والإنترنت.
c.	معرفة القوانين والحقوق الواجبة في التعاملات.
d.	الإلمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات.
e.	معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ الانتماء والمواطنة والحس الوطني.
f.	المعرفة بأحداث التاريخ العربي والإسلامي والمعاصر.

Responsible Persons and their Signatures:

Course Coordinator	Dr.Abdullah Alali & khalil barhoum	Completed Date	16/10/2019
		Signature	
Received by (Department Head)		Received Date	/ /
		Signature	