

**COURSE PLAN****FIRST: BASIC INFORMATION****College**

College : Prince Abdullah bin Ghazi Faculty of Communication & Information Technology

Department : Computer Science

Course

Course Title : Computer Skills 1 Lab

Course Code : 35005100

Credit Hours : 0 (3 Practical)

Prerequisite : None

Instructor

Name :Mrs. Islah Khlaif Gharaibeh

Office No. : 2th floor, Balqa Electronic Academy – Room no. 209

Tel (Ext) : -

E-mail : islahgh@bau.edu.jo

Office Hours : -

Class Times	Building	Day	Start Time	End Time	Room No.
	-	Thursday	17:00	20:00	Online

Text Book

Computer Skills1, Islah Gharaibeh, Asmaa Khtoum and Zainab Rahamneh, 2015.

SECOND: PROFESSIONAL INFORMATION**COURSE DESCRIPTION**

Topics covered in this course include introduction to computer, windows 7 configuration and environment, some office 2010 application software (Word, Excel and PowerPoint), Internet.

COURSE OBJECTIVES

The objectives of this course are:

1. Apply the up to date Information and communications technology (ICT) in a specific area.
2. Describe basic computer equipment and basic computer terminology.
3. To have a basic knowledge of computer software and windows 7 configuration.
4. To implement different solutions using Microsoft Office 2010 package (Word, Excel, PowerPoint).
5. Perform basic file operations.
6. Demonstrate networks skills with a basic knowledge of using internet, searching and email.

COURSE LEARNING OUTCOMES

Upon the completion of this course students will be able to:

1) Knowledge and Understanding



- Define the various hardware and software components of computer.
- Distinguish between different facilities provided by windows7.
- Make use of office 2010 applications (Word, Excel and PowerPoint).
- Design different files using office 2010 applications.
- Develop a good knowledge in internet, searching and email.

2) Professional Skills

Develop professional files using office 2010 applications.

3) Competences (Transferable skill and attributes)

1. Develop the capacity of computer skills
2. Work as part of a team.
3. Be able to demonstrate internet skills.
4. Transfer practical skills.

COURSE SYLLABUS

Week	Course Topic	Notes
Week 1	Introduce the course syllabus to the students, guide them through the university's elearning web site, give basic knowledge about download and upload processes from it, clarify lab's grading policy and exams.	
Week 2	Introduction to Windows7 (1): Logging on, Good Password Practices, Introduction to the Desktop, The Taskbar, Control Panel, Help and Support, Windows, Dialog Boxes	
Week 3	Introduction to Windows7 (2): Folders and File Management, Searching files, Shutting Down or Logging off a Computer.	
Week 4	Microsoft Word 2010 (1): Backstage view, The Quick Access Toolbar, The Ribbon, Home Tab: Clipboard Group, Font Group, Paragraph Group, Styles Group, Editing Group.	
Week 5	Microsoft Word 2010 (2): Insert Tab: Pages Group, Tables Group, Illustrations Group, Drawing Tools Format, Header & Footer Group, Text Group, and Symbols Group.	
Week 6	Microsoft Word 2010 (3): Page Layout Tab, References Tab, Review Tab, View Tab, Auto correction options	
Week 7	Microsoft Excel 2010 (1): Definitions: Rows, columns, cells and ranges, Using the Fill Handle, Wrap / Merge & center, Insert & delete rows, columns or cells , Format Cells dialog box.	
Week 8	Theoretical Exams week	
Week 9	Mid Term Exam – Including Windows7 and Word 2010 –	



Week 10	Microsoft Excel 2010 (2): Insert tab: Charts, Header & Footer, Formulas Tab: Creating Simple Formulas (Math. Operations), Working with Basic Functions: Sum, Average, Min, Max, ... etc.	
Week 11	Microsoft Excel 2010 (3): Formulas Tab: Function Library Group, Data Tab: Sorting data, Custom Sort (sorting multiple levels), Filter Data, Text to Columns, Review Tab: Adding a Comment, Using Templates.	
Week 12	Microsoft PowerPoint 2010 (1): Definitions: Slide, placeholders, adding a new slide to a presentation. Slide Layouts, Insert Tab: Photos, Media and Hyperlink. Design Tab, Animations Tab, Transitions Tab	
Week 13	Microsoft PowerPoint 2010 (2): Slideshow Tab: Start Slide Show group, Set Up group, Navigating within Slide Show, View Tab: Presentation Views Group	
Week 14	Internet and Computer Networks Definitions: Browser & Examples, Website Address. Internet Explorer Browser, Changing Home Page, Search Engine, Saving or Copying images, Saving a web page, Secure and Unsecure Web Sites, Disadvantages of using the Internet, Sign up using Yahoo Mail.	
Week 15	Final Exam – Including Excel, PowerPoint and Internet –	

COURSE LEARNING RESOURCES

This course will be taught using available resources including: lectures, data show and materials uploaded to the e-learning system.

ONLINE RESOURCES

<http://www.elearning.bea.edu.jo>

ASSESSMENT TOOLS

ASSESSMENT TOOLS	%
Assignments	10
Final Exam	10
TOTAL MARKS	20



Al-Balqa Applied University

جامعة البلقاء التطبيقية



THIRD: COURSE RULES

ATTENDANCE RULES

Attendance and participation are extremely important, and the usual University rules will apply. Attendance will be recorded for each class. Absence of 10% will result in a first written warning. Absence of 15% of the course will result in a second warning. Absence of 20% or more will result in forfeiting the course and the student will not be permitted to attend the final examination. Should a student encounter any special circumstances (i.e. medical or personal), he/she is encouraged to discuss this with the instructor and written proof will be required to delete any absences from his/her attendance records.

GRADING SYSTEM

The 20 marks for this course will be added as a participation mark for Computer Skills1 Course.

REMARKS

Attendance is required for this class. Participation of in-class discussions and activities is also required. All submitted assignments and projects must be done by the student(s). It is a violation of the university regulations to submit other's work and the instructor of this course takes the violations very seriously.

COURSE COORDINATOR

Course Coordinator: **Islah Gharaibeh**

Department Head: **Dr. Omar AlZoubi**

Signature:

Signature:

Date: **25/2/2021**

Date: