

COURSE PLAN

FIRST: BASIC INFORMATION

College					
College	: Prince Abdullah bin Ghazi Faculty of ICT				
Department	: Computer Science				
Course					
Course Title	: Followed Computer Skills				
Course Code	: 35005099				
Credit Hours	: 3				
Prerequisite	: -				
Instructor					
Name	: Eng. Heba Al-Hiary				
Office No.	: 2 nd floor, Prince Abdullah Bin Ghazi Faculty of ICT				
Tel (Ext)	: -				
E-mail	: hhiary@bau.edu.jo				
Office Hours	: Sun, Mon, Tue, Wed, Thu: 11:00 AM-12:00 PM				
Class Times	Building	Day	Start Time	End Time	Room No.
	Online	Sat, Mon, Wed	15:00 PM	14:00 PM	Online
	Online	Sun, Tue, Thu	19:00 PM	20:00 PM	Online
Text Book					
Title	: Computer Basics Absolute Beginner's Guide, Windows 10, Michael Miller , August 2015, Eighth Edition , Que, ISBN: 9780134077499				
References					
	<ul style="list-style-type: none"> • Microsoft 2010 Products; WINDOWS 10 and Microsoft Office. 				

SECOND: PROFESSIONAL INFORMATION

COURSE DESCRIPTION

Topics covered in this course include: Introduction to Computers and Information Technology, Operating Systems and File Management, Communication, Internet and the World Wide Web, Understanding Word Processing, Using Spread Sheet and Making Power Point Presentation.

COURSE OBJECTIVES

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

- To have an Introduction to Computers and Information Technology.
- To understand Operating Systems specially WINDOWS 2010 and File Management.
- To have an introduction to Communication, Internet and the World Wide Web.
- To understanding Word Processing.
- To use Spread Sheet.
- To make Power Point Presentation.

COURSE LEARNING OUTCOMES

By the end of this course the student should be able to:

- Knowledge and Understanding
 - Differentiate between computers, information technology and between data and information.
 - Realize the basic features of WINDOWS 2010.
 - Distinguish between different file types and file extensions.
 - Differentiate between different computer networks and understand how to use Google Chrome.
 - Create a WORD documents with the ability of formatting text, inserting shapes, formatting page and inserting table.
 - Build a spread sheet with performing some simple mathematical operations.
 - Design a simple power point presentation.
- Professional Skills
 - Using basic Microsoft 2010 products such as Windows, Word, Excel and powerPoint
- Competences (Transferable skill and attributes)
 - Transfer practical and subject specific skills.
 - Work effectively both individually and within a team.
 - Evaluate several assignments that address some skills..

COURSE SYLLABUS

Week	Course Topic	Notes
Week 1	Introduction: how to use E-learning system (Moodle) Unit 1: Introduction to Computers and Information Technology. <ul style="list-style-type: none"> • What is information technology? • What is computer? 	
Week 2	What are the Different Types of Computers?	
Week 3	Concept of Hardware and Software. <ul style="list-style-type: none"> • Hardware: components of computer system. • Software: 1) Application Software: usage and types. 2) Systems software: operating systems • Concept of computing, data and information • Data Processing & Data Processing Stages 	
Week 4	Unit 2: Operating Systems and file management <ul style="list-style-type: none"> • Basics of Operating System. Working with the operating system 	
Week 5	File Management <ul style="list-style-type: none"> • Working with files and folders • Understanding user accounts 	
Week 6	Unit 3: Communication, Internet and the World Wide Web <ul style="list-style-type: none"> • Basic of Computer Networks 	

Week 7	<p>Introduction to the Internet and the World Wide Web</p> <ul style="list-style-type: none"> • Internet-browsing applications • Web addresses and links. • Interfacing with the Internet-browser window • Search engines ▪ Email addressing • Understanding the Cloud: What is the cloud? 	
Week 8		Midterm Exam
Week 9	<p>Unit 4: Understanding Word Processing:</p> <ul style="list-style-type: none"> • Word processing basics • Opening and closing documents • Save and Save as. • Page setup. • Print preview and printing documents. 	
Week 10	<p>Text creation and manipulation:</p> <ul style="list-style-type: none"> • Editing text, text selection, cut, copy and paste and check spelling. • Formatting the text and graphics, font and size selection, alignment of text, paragraph indenting, • Bullets and numbering and changing case. 	
Week 11	<p>Table manipulation:</p> <ul style="list-style-type: none"> • Draw table, changing cell width and height, • Alignment of text in cell, • Delete / insertion of row and column and Border and shading. 	
Week 12	<p>Unit 5: Using Spread Sheet</p> <ul style="list-style-type: none"> • Elements of electronic spread sheet • opening of spread sheet • addressing of cells, printing of spread sheet and saving workbooks 	
Week 13	<ul style="list-style-type: none"> • Manipulation of cells • entering text, numbers and dates • creating text, number and date series • Formulas • Functions • Making charts 	
Week 14	<p>Unit 6: Microsoft Power Point Presentation</p> <ul style="list-style-type: none"> • Opening Microsoft Power Point Presentation • Opening a blank presentation 	
Week 15	<ul style="list-style-type: none"> • Slide transition and animation • Add video and audio • Slide show 	
Week 16	-	Final Exam

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

Supporting videos (From 1 to 24): Each video has a specific URL address which is provided on the E-learning system.

ASSESSMENT TOOLS

Write assessment tools that will be used to test students ability to understand the course material and gain the skills and competencies stated in learning outcomes

ASSESSMENT TOOLS	%
Quizzes	10
Homework	10
Mid Exam	30
Final Exam	50
TOTAL MARKS	100

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

Example:

89 – 100	A
81 – 88	A-
74 – 80	B+
72 – 73	B
68 – 71	B-
63 – 67	C+
60 – 62	C
56 – 59	C-
53 – 55	D+
50 – 52	D
45 - 49	D-
Less than 45	F

REMARKS

Use of Mobile Devices, Laptops, etc. During Class, unexpected noises and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, laptop, etc. makes noise or is visually distracting during class. For this reason, students are required to turn off their mobile devices and close their laptops during class.

Academic Integrity. Students, who copy assignments, allow assignments to be copied, or cheat on tests will fail the assignment or test on the first offense, and may fail the entire course on the second. Plagiarism means using words, ideas, or arguments from another person or source without citation. Cite all sources consulted to any extent (including material from the internet), whether or not assigned and whether or not quoted directly.

COURSE COORDINATOR

Course Coordinator: Eng. Heba Al-Hiary

Department Head: Dr. Omar Al-Zubi

Signature:

Signature:

Date: 10/2/2021

Date: