COURSE DESCRIPTIONS

Faculty	Science and Information Technology				
Department	Computer Science			**NQF level**	6
Course Title	Computer Skills	**Code**	851101	**Prerequisite**	
Credit Hours	3	**Theory**	3	**Practical**	0
Course Leader	Dr. Sami Qawasmeh	email	sqawasmeh@jadara.edu.jo		
Lecturers	Dr. Sami Qawasmeh	emails	sqawasmeh@jadara.edu.jo		
Lecture time	18:00 – 19:30 Sun,Tue	Classroom	Online		
Semester	First – 2021-2022	Production	20/6/2020	Updated	20/10/2021
Awards	B.S.			Attendance	Fulltime

Short Description
This course involves the definition of the physical components of a computer and equip students with the skills of computer operation and management by the operating system in addition to the use of application software skills (Word, Excel, PowerPoint and Access).

Course Objectives
♦ Gain an adequate knowledge of the basic physical components of a computer and the most important equipment used for input and output, and processing and storage.   ♦ Explain how to operate the computer through the operating system and its main functions, and the definition of the Windows operating system.   ♦ Provide students with the skills of using the Windows operating system and managing files sytem.   ♦ The students will able to use and operate with different Microsoft office applications like M.S Word, Microsoft Excel as well as PowerPoint presentations.

Learning Outcomes
A. Knowledge - Theoretical Understanding
a.1 An ability to acquire adequate knowledge to identify main components of computer system "hardware and software".
B. Knowledge - Practical Application
b.1 The ability to classify different computer components and define the function of each one.   b.2. The ability recognize and explain the most used feature and tools in different Microsoft Office applications.
C. Skills - Generic Problem Solving and Analytical Skills

| c.1 the student should be able to organize and use information by using experiment excel sheets and PowerPoint packages. |
| c.2 the ability to operate well with Microsoft Word and use it efficiently in an academic way. |

D. Skills - Communication, ICT, and Numeracy
d.1 Work effectively as teams to allow students to present oral and written reports.

E. Competence: Autonomy, Responsibility, and Context

Teaching and Learning Methods
Lecture, lab, Group work, and discussion

Assessment Methods
- Lecture, Group work, and discussion - Midterm exam, Final exam, Class Assignment and Project - Observation of student contribution in team work and project presentation

Course Contents					
Week	**Hours**	**CLOs**	**Topics**	**Teaching & Learning Methods**	**Assessment Methods**
1-2	6	a1	**Syllabus, Course Schedule.** **Chapter 1:** Equipment PC, laptop, pocket personal computers, portable digital devices by hand, the main parts of the computer, ports, input and output, the factors affecting the performance of the computer, computer memory.	Lectures& discussions	Quizzes
3-5	9	a1,b1	**Chapter 1:** Equipment (cont.) The representation of the data in the computer, and the units of measurement memory, storage media, Input units, units of output, units input \ output. **Chapter 2:** Software Software definition and types of applications.	Lectures& discussions	Quizzes Homework
6-7	6	c1,b2, d1	**Chapter 2:** Software (windows cont.) The skills to use the Windows operating system : Run and close the windows system use the mouse , components and characteristics of the desktop, change the settings screen (desktop background, screen protection) , change the properties of Windows (change language and number system , mouse-pointer , set the time and date) , Bar Properties tasks, start button , create , delete and change and arrange the locations and names of the folders on the desktop. Create shortcuts on the desktop, methods of copying , cutting, and pasting.	Lectures& discussions	Assignment and Quizzes
8-9	6	a1,c1, c2,d1	**Chapter 2:** Software (windows cont.) Delete files and folders , retrieve, properties and creating discs , create shortcuts within	Lectures& discussions	Homework1

			the evidence and disks, search for files and folders , the discoverer of the windows, the components of the windows, bars windows , arrange windows on the desktop , create , delete and change the order of locations and names of the folders within folders control capacity of windows,…		
			MIDTERM EXAM		
10,12	6	b2,c1, d1	**Chapter 3 :** Microsoft office (Word) The skills to use a word processor Word : Run Word, key elements of the window Word, ribbons window, display and hide and change locations tapes, use the menu bar and the elements of toolbars, menu (File), use the keyboard for some orders and Word. Change the language and number system, select the text, copying and pasting , cutting , text formatting , bulleted and numbered , spelling checker , undo and repetition. Insert and format symbols, images, page break , page numbers, use a tape drawing , rotate shapes and graphics. The inclusion of tables, insert and delete rows and columns, select the table...	Lectures& discussions	Homework2
13,14	6	b2,c1, c2	**Chapter 4 :** Microsoft office (PowerPoint) Skills to use Wizard slides: run PowerPoint, the main elements of the PowerPoint window, window bars, display and hide and change tapes sites, use the menu bar, toolbars elements, create a presentation, slide show. Coordination of the content of the slides, navigate between slides, control arrange slides, delete / edit / frequency and numbering slides, control background presentation, add a header and footer for slides, views slides, transitions between slides, custom display objects slide, add sound to background slides, print slides…	Lectures& discussions	Quizzes
15-16	6	b1,b2, c1,d1	**Chapter 5 :** Microsoft office (Excel) The skills to use the Table Wizard Excel: Run Excel, key elements of the window Excel, ribbons window, display and hide and change locations tapes, use the menu bar, the elements of toolbars, use the keyboard, the worksheet, the active cell, change the column width, and height of rows, insert rows and columns, merge and split cells, to determine the extent, data entry, data types, form numbers, change the writing language and style numbers, select cells, methods of copy, cut and paste, format cells, format the borders of the table.	Lectures& discussions	Case problem
			FINAL EXAM		

Infrastructure

Textbook	- Computer skills 2, Mohammad Zobi ,2012 - Computing Essentials, Timothy J. O'leary Linda I. O'Leary, 2019
References	
Required reading	
Electronic materials	Electronic material placed on JADARA University E-learning system for this course: Syllabus, PowerPoint slides, exercises, assignments..
Other	

Course Assessment Plan

Assessment Method		Grade	CLOs					
			a1	**b1**	**b2**	**c1**	**c2**	**d1**
First (Midterm)		30	10	8	8	4		
Second (if applicable)								
Final Exam		40	5	5	5	5	10	10
Coursework								
Coursework assessment methods	Assignments	10	2	2	2	2		2
	Case study							
	Discussion and interaction	10	2	2	2	2	2	
	Group work activities							
	Lab tests and assignments							
	Presentations							
	Quizzes	10	2	2	2	2	2	
Total		100	21	19	19	15	14	12

Plagiarism

Plagiarism is claiming that someone else's work is your own. The department has a strict policy regarding plagiarism and, if plagiarism is indeed discovered, this policy will be applied. Note that punishments apply also to anyone assisting another to commit plagiarism (for example by knowingly allowing someone to copy your code).

Plagiarism is different from group work in which a number of individuals share ideas on how to carry out the coursework. You are strongly encouraged to work in small groups, and you will certainly not be penalized for doing so. This means that you may work together on the program. What is important is that you have a full understanding of all aspects of the completed program. In order to allow proper assessment that this is indeed the case, you must adhere strictly to the course work requirements as outlined above and detailed in the coursework problem description. These requirements are in place to encourage individual understanding, facilitate individual assessment, and deter plagiarism.