



## Course Syllabus

Faculty: All Faculties in university  
Department: All departments in university  
Program(s): All Programs in university

III. General information about the course:						
1.	Course Title:	Computer Skills				
2.	Course Code and Number :	BUST09				
3.	Credit Hours: 3	Lecture	Seminar/Tutorial	Practical	Training	Total
		-	-	3	-	3
4.	Study Level and Semester:	Level 1 or 2 / Semester 1 or 2				
5.	Pre-requisites (if any):	None				
6.	Co-requisites (if any):	None				
7.	Program in which the course is offered	All Programs in university				
8.	Teaching Language:	English / Arabic				
9.	Study System :	Semesters				
10.	Prepared by:	Fahd N. Al-Wesabi				
11.	Approval date :					
12.	Approved by:					

منسق متطلبات الجامعة د. إسماعيل الشرعبي	المراجع أ. محمد سالم جمعان	الموصف أ. فهد الوصابي
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جامعة العلوم والتكنولوجيا  
إدارة ضمان الجودة والاعتماد  
معتد

## I. Course Description :

This course provides a student by basic skills for using computer at studying environment, library, and at home. It presents the knowledge of basic computer and information technology concepts. The course provides the knowledge needed to operate and utilize the operating system and office software package, and to use the computer for Internet access and electronic communication.

## IX. Course Aims

- Educate the student the basic computer and information technology concepts, fundamental operating system functions, how protect the computer system from viruses.
- Familiarize students with common software applications and understanding of use the computer for Internet access and electronic communication.
- Enable the students to practice install and uninstall software applications.

## Course Intended Learning Outcomes (CILOs) :

1. Understand the hardware and software components of computer, storage types, computer networks, information and communication technology, and Internet services.
2. List the steps of creating, deleting, renaming, sorting, copying, moving, changing properties, creating shortcuts, and compressing of files and folders.
3. Name the most important software utilities and applications of the operating system, antivirus software and their constant updates, and social networking and communication tools.
4. Differentiate among different computer types, storage devices, operating systems, software applications and communication techniques.
5. Practice the elementary skills of Computer (e.g.: Connect Computer peripherals to CPU, Boot and shut down Computer, open the CPU case to recognize its components).
6. Perform the basic operations of the operating system, and Implement the operations of folders and files (e.g.: Creating, deleting, renaming, sorting, copying, moving, changing properties, creating shortcuts, and compressing).
7. Practice the most important software utilities and software applications to create, edit, and format document, spreadsheet files and to produce effective multimedia presentations.
8. Navigate the Internet and download a required information, and Carry out the operations of email (e.g.: Create a new email account, Send and receive emails).
9. Utilize computer for different purposes and write reports required for other courses.

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**X. Course topics and sub-topics (theoretical and practical) with contact hours and alignment to CILOs**

**Topics/Units of Course Contents**

**First: Theoretical Aspects**

No.	Course Topics/Units	Sub-topics	No. of Weeks	Contact Hours
1	Concepts of Information and Communication Technology (ICT)	- <b>Define Computers</b> – Components of Mother Board – Input and Output Devices – Storage Devices – Size and performance of Storage Devices – Operating Systems – Software Applications – Software Utilities – Computer Safety.	2	4
2	Using the Computer and Managing Files	<b>Use Windows</b> – Mouse procedures – Desktop Components and Customize – Start Menu – Taskbar – Shortcuts – Installing and Uninstalling Applications – Operating System Utilities – Installing and Updating Anti virus Applications – Manage Files and Folders (Create, Delete, Copy, Paste, Rename, Arrange, Compress, etc.) – Manage Storage Devices (Partitioning, Formatting, Maintaining)	3	6
3	Word Processing	<b>Interface:</b> Opening MS Word, The file menu, Ribbon Tabs and Groups, Customize Ribbon, Quick Access toolbar <b>Edit and Format:</b> Arabic and English documents, Font, paragraph, Styles, Cut, Copy, Paste, Format Painter, Find and Replace, Spelling checker, Correcting errors, Grammar checker, Alignment, Bulleted and Numbered Lists <b>Page Layout:</b> Header and Footer, Page Numbering, Page Size, Page Orientation. <b>Printing:</b> preview, Printer Setting, Selecting Printer, Print documents <b>Inserting:</b> Tables, Pictures, Shapes, Smart Art, Word Art	4	8
4	Spreadsheets	<b>Interface:</b> Opening MS Excel, Ribbon, Work Sheets. <b>Tables:</b> Rows and Columns, Cells, Cell Data Types, Format Cells, Computations in Cells, Format table, Sorting, Filtering <b>Formulas:</b> Inserting Functions (e.g.: statistical and data time) <b>Charts:</b> Chart types, Visualize data using Charts, Format Charts <b>Printing:</b> preview work sheet, print selected area of work sheet, and print charts.	2	4

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مدرسة تكنولوجيا المعلومات  
الأردن عمان  
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5	Presentation	<b>Interface:</b> Opening MS Power Point, Ribbon, Slides. <b>Slides:</b> Design Theme, Transition <b>Insert and Format:</b> Text Box, Table, WordArt, Audio, Video, Smart Art, and Shapes <b>Animations</b> of the elements inside Slide <b>View Slides:</b> Normal, Outline, Slide Sorter <b>Printing:</b> preview Slide, print selected slides, print multi-slides in a single page.	2	4
6	Web Browsing and Communication Services	<b>Internet:</b> Internet Browser, Sites, Search engines (e.g.: Google), search for information (using text and images), Download files <b>Email:</b> Create new email account in Google Mail System (Gmail), Send electronic messages, send attachments, Inbox, Sent mail, Drafts, Replay, forward, Carbon copy (Cc), Blind carbon copy (Bcc)	2	4
7	Final Exam	Final Exam	1	2
Total number of weeks and hours			16	32

Second: Practical/Tutorial/Clinical Aspects			
Write up practical/tutorial/clinical topics			
No.	Practical/Tutorial/Clinical topics	No. of Weeks	Contact Hours
1	Practice the elementary skills of Computer	1	4
2	Perform the basic operations of the operating system and storage devices	1	4
3	Implementthe operations of folders and files	1	4
4	Practice the most important software utilities of the operating system.	1	4
5	Install and uninstall application programs and update anti-virus software	1	4
6	Perform the operations of the storage devices	1	4
7	Operate word processor software to create, edit, and format document files	2	8
8	Apply spreadsheet software to create, edit, and format spreadsheet files, and employ functions and charts in these spreadsheet files	1.5	6
9	Produce effective multimedia presentations	1.5	6
10	Navigate the Internet and download a required information.	1	4
11	Carry out the operations of email (e.g.: Create a new email account, Send and receive emails).	1	4
Total number of weeks and hours		13	52