MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

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| **Module Information****معلومات المادة الدراسية** |
| **Module Title** | Computer Skills | **Module Delivery** |
| **Module Type** | Basic | * **☒ Theory**
* **☐ Lecture**
* **☒ Lab**
* **☐ Tutorial**
* **☐ Practical**
* **☐ Seminar**
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| **Module Code** | U 103 |
| **ECTS Credits**  | 4 |
| **SWL (hr/sem)** | 100 |
| **Module Level** | UGI | **Semester of Delivery** | 1 |
| **Administering Department** | All Departments |  **College** |  College of Engineering  |
| **Module Leader** |  |  **e-mail** |  |
| **Module Leader’s Acad. Title** |  | **Module Leader’s Qualification** |  |
| **Module Tutor** | Name (if available) |  **e-mail** | E-mail |
| **Peer Reviewer Name** | Name |  **e-mail** | E-mail |
| **Scientific Committee Approval Date** | 12/6/2023 | **Version Number** | 1.0 |

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| **Relation with other Modules****العلاقة مع المواد الدراسية الأخرى** |
| **Prerequisite module** | None | **Semester** |  |
| **Co-requisites module** | None | **Semester** |  |

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| **Module Aims, Learning Outcomes and Indicative Contents****أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية** |
|  **Module Objectives****أهداف المادة الدراسية** | 1. Training students on the basics of using the computer and providing them with the necessary skills to deal with the computer with high efficiency.
2. Assisting the student in distinguishing and developing his scientific and artistic abilities.
3. Enriching the student's skills to be able to deal with the computer with high efficiency.
4. Providing students with a way to use other modern technologies related to the educational process.
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| **Module Learning Outcomes****مخرجات التعلم للمادة الدراسية** | 1. Enabling the student to know the concepts of information technology by learning the basics of the computer.
2. Enabling the student to know about the use of GUI operating systems.
3. Enabling the student to deal with the skills of using the operating system (Windows operating system) through exploring, customizing, and controlling its settings.
4. Enabling the student to work on the word processing program (Microsoft Word).
5. Enabling the student to work on the spreadsheet program (Microsoft Excel).
6. Enabling the student to work on the presentation program (Microsoft PowerPoint).
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| **Indicative Contents****المحتويات الإرشادية** | **Indicative content includes the following.**• Course introduction (4 hrs)• Working with GUI operating systems with a focus on Microsoft Windows OS (8 hrs)• Microsoft Office Word (MS Word) (16 hrs)• Microsoft Office Excel (MS Excel) (16 hrs)• Microsoft Office PowerPoint (MS PowerPoint) (16 hrs) |
| **Description** | Overview of computers: basic components, applications. GUI operating systems: Microsoft Windows operating system. Microsoft Office Word: getting started with Word, editing a document and formatting text and paragraphs, adding tables and inserting graphic objects, controlling page appearance and proofing a document. Microsoft Office Excel: getting started with Excel, sorting, selecting and subtotaling data, formulas and functions, worksheet formatting and presentation. Microsoft Office PowerPoint: getting started with PowerPoint, developing a PowerPoint presentation, adding graphical elements to your presentation and modifying objects in your presentation, adding graphical elements, tables and charts to your presentation and modifying objects in your presentation, prepare to deliver your presentation. |

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| **Learning and Teaching Strategies****استراتيجيات التعلم والتعليم** |
| **Strategies** | **In this course, students are guided by:*** Using different examples.
* Using different styles of discussion that aim to connect the theoretical and practical sides.
* Asking questions and giving exercises that require analysis and conclusions related to lectures.
* Encourage students to participate in discussions and do the practical work.
* Encourage students to work in groups.
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| **Student Workload (SWL)****الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا** |
| **Structured SWL (h/sem)****الحمل الدراسي المنتظم للطالب خلال الفصل** | **64** | **Structured SWL (h/w)****الحمل الدراسي المنتظم للطالب أسبوعيا** | **4** |
| **Unstructured SWL (h/sem)****الحمل الدراسي غير المنتظم للطالب خلال الفصل** | **36** | **Unstructured SWL (h/w)****الحمل الدراسي غير المنتظم للطالب أسبوعيا** | **2.4** |
| **Total SWL (h/sem)****الحمل الدراسي الكلي للطالب خلال الفصل** | **100** |

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| **Module Evaluation****تقييم المادة الدراسية** |
| **As** | **Time/Number** | **Weight (Marks)** | **Week Due** | **Relevant Learning Outcome** |
| **Formative assessment** | **Quizzes** | **2** | **10% (10)** | **6 and 12** | **LO #1 to #3 and #4 to #6** |
| **Assignments** | **2** | **10% (10)** | **2 and 13** | **LO #3 to #6** |
| **Projects / Lab.** | **1** | **10% (10)** | **Continuous** | **All**  |
| **Report** | **1** | **10% (10)** | **13** | **LO #3, #4 and #6** |
| **Summative assessment** | **Midterm Exam** | **2hr** | **10% (10)** | **9** | **LO #1 - #5** |
| **Final Exam** | **3hr** | **50% (50)** | **16** | **All** |
| **Total assessment** | **100% (100 Marks)** |  |  |

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| **Delivery Plan (Weekly Syllabus)****المنهاج الاسبوعي النظري** |
| **Week**  | **Material Covered** |
| **Week 1** | Overview of computers and their basic components and applications |
| **Week 2** | Operating computer using GUI operating systems |
| **Week 3** | The basic use of Microsoft Windows operating system  |
| **Week 4** | **Microsoft Office Word:** Getting Started with Word |
| **Week 5** | **Microsoft Office Word:** Editing a Document and Formatting Text and Paragraphs |
| **Week 6** | **Microsoft Office Word:** Adding Tables and Inserting Graphic Objects |
| **Week 7** | **Microsoft Office Word:** Controlling Page Appearance and Proofing a Document |
| **Week 8** | **Microsoft Office Excel:** Getting Started with Excel |
| **Week 9** | **Microsoft Office Excel:** Sorting, Selecting and Subtotaling data |
| **Week 10** | **Microsoft Office Excel:** Formulas and Functions |
| **Week 11** | **Microsoft Office Excel:** Worksheet Formatting and Presentation |
| **Week 12** | **Microsoft Office PowerPoint:** Getting Started with PowerPoint |
| **Week 13** | **Microsoft Office PowerPoint:** Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation and Modifying Objects in Your Presentation |
| **Week 14** | **Microsoft Office PowerPoint:** Adding Graphical Elements, tables and charts to Your Presentation and Modifying Objects in Your Presentation |
| **Week 15** | **Microsoft Office PowerPoint:** Prepare to deliver your presentation |
| **Week 16** | **Preparatory week before the final exam** |

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| **Delivery Plan (Weekly Lab. Syllabus)****المنهاج الاسبوعي للمختبر** |
| **Week**  | **Material Covered** |
| **Week 1** | Introduction to the lab and get started with use of computer |
| **Week 2** | Basic use of Windows operating system |
| **Week 3** | General view of Windows OS tools with a focus on Microsoft Office tools |
| **Week 4** | **Microsoft Office Word:** Getting Started with Word |
| **Week 5** | **Microsoft Office Word:** Editing a Document and Formatting Text and Paragraphs |
| **Week 6** | **Microsoft Office Word:** Adding Tables and Inserting Graphic Objects |
| **Week 7** | **Microsoft Office Word:** Controlling Page Appearance and Proofing a Document |
| **Week 8** | **Microsoft Office Excel:** Getting Started with Excel |
| **Week 9** | **Microsoft Office Excel:** Sorting, Selecting and Subtotaling data |
| **Week 10** | **Microsoft Office Excel:** Formulas and Functions |
| **Week 11** | **Microsoft Office Excel:** Worksheet Formatting and Presentation |
| **Week 12** | **Microsoft Office PowerPoint:** Getting Started with PowerPoint |
| **Week 13** | **Microsoft Office PowerPoint:** Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation and Modifying Objects in Your Presentation |
| **Week 14** | **Microsoft Office PowerPoint:** Adding Graphical Elements, tables and charts to Your Presentation and Modifying Objects in Your Presentation |
| **Week 15** | **Microsoft Office PowerPoint:** Prepare to deliver your presentation |

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| **Learning and Teaching Resources****مصادر التعلم والتدريس** |
|  | **Text** | **Available in the Library?** |
| **Required Texts** | * Joan Lambert and Steve Lambert, Windows 10 step by step, 1st Edition 2015.
* Joan Lambert and Curtis Frye, Microsoft Office 2016 step by step, 1st Edition 2015.
 | Yes |
| **Recommended Texts** | * Michael Miller, ABSOLUTE BEGINNER’S GUIDE TO COMPUTER BASICS, 5th EDITION, QUE Indianapolis, Indiana 46240, 2010.
* Paul McFedries, TEACH YOURSELF VISUALLY MICROSOFT WINDOWS 10, ANNIVERSARY
 | No |
| **Websites** | Microsoft Help, <https://support.microsoft.com/en-us/products> Learn Microsoft Office, <https://www.goskills.com/Microsoft-Office> |

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|  **Grading Scheme****مخطط الدرجات** |
| **Group** | **Grade** | **التقدير** | **Marks %** | **Definition** |
| **Success Group****(50 - 100)** | **A -** Excellent | **امتياز** | 90 - 100 | Outstanding Performance |
| **B -** Very Good | **جيد جدا**  | 80 - 89 | Above average with some errors |
| **C -** Good | **جيد** | 70 - 79 | Sound work with notable errors |
| **D -** Satisfactory | **متوسط**  | 60 - 69 | Fair but with major shortcomings |
| **E -** Sufficient | **مقبول**  | 50 - 59 | Work meets minimum criteria |
| **Fail Group****(0 – 49)** | **FX –** Fail | **راسب (قيد المعالجة)** | (45-49) | More work required but credit awarded |
| **F –** Fail | **راسب** | (0-44) | Considerable amount of work required |
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| **Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above. |