

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Skills		Module Delivery
Module Type	Basic		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code			
ECTS Credits	3		
SWL(hr/sem)	75		
Module Level	1	Semester of Delivery	
Administering Department	Science and Engineering	College	College of Engineering College of Science
Module Leader		e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	21/11/2023	Version Number	1.0

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

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p>Module Objectives أهداف المادة الدراسية</p>	<ol style="list-style-type: none"> 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\ her 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 away to use other modern technologies related to the educational process.
<p>Module Learning Outcomes مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"> 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 (MicrosoftWord). 5. Enabling the student to work on the spreadsheet program (Micros of tExcel). 6. Enabling the student to work on the presentation program (Microsoft PowerPoint).
<p>Indicative Contents المحتويات الإرشادية</p>	<p>Indicative content includes the following.</p> <ul style="list-style-type: none"> • Course introduction(4hrs) • Working with GUI operating systems with a focus on Microsoft Windows OS • Microsoft Office Word(MSWord) • Microsoft Office Excel(MS Excel) • Microsoft Office PowerPoint(MS PowerPoint)
<p>Description</p>	<p>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.</p>

Learning and Teaching Strategies

استراتيجيات التعلم و التعليم

Strategies	<p>In this course, students are guided by:</p> <ul style="list-style-type: none"> • 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.
-------------------	--

Student Workload(SWL)

الحمل الدراسي للطالب محسوبة بال 15 اسبوع

Structured SWL(h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	48	Structured SWL(h/w) الحمل الدراسي المنتظم للطالب اسبوعيا	3.2
Unstructured SWL (h/sem) الحمل الدراسي اللامنتظم للطالب خلال الفصل	27	Unstructured SWL(h/w) الحمل الدراسي اللامنتظم للطالب خلال الفصل أسبوعيا	1.8
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	75		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight(Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10%(10)	6 and 12	
	Assignments	2	10%(10)	2 and 13	
	Projects/ Lab.	1	10%(10)	Continuous	All
	Report	1	10%(10)	13	
Summative assessment	Midterm Exam	2hr	10%(10)	9	
	Final Exam	3hr	50%(50)	16	All
Total assessment			100%(100Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الأسبوعي النظري

	Material Covered
Week1	Overview of computers and their basic components and applications
Week2	Introduction to windows operations system
Week3	Operation System properties, Difference between OS,program ,software , application
Week4	Network and internet (setting ,www, Email, search Engine)
Week5	Microsoft Office Word: Editing a Document and Formatting Text and Paragraphs
Week6	Microsoft Office Word: Adding Tables and Inserting Graphic Objects
Week7	Microsoft Office Word: Controlling Page Appearance and Proofing a Document
Week8	Microsoft Office Excel: Getting Started with Excel
Week9	Microsoft Office Excel: Sorting, Selecting and Sub totaling data
Week 10	Microsoft Office Excel: Formulas and Functions
Week 11	Microsoft Office Excel: Worksheet Formatting and Presentation
Week 12	Microsoft Office Power Point: Getting Started with Power Point
Week 13	Microsoft Office Power Point: Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation and Modifying Objects in Your Presentation
Week 14	Microsoft Office Power Point: Adding Graphical Elements, tables and charts to Your Presentation and Modifying Objects in Your Presentation
Week 15	Microsoft Office Power Point: Prepare to deliver your presentation
Week 16	Preparatory week before the final exam

Delivery Plan (Weekly-Lab Syllabus)

المنهاج الأسبوعي للمختبر

	Material Covered
Week1	Overview of computers and their basic components and applications
Week2	Introduction to windows operations system
Week3	Operation System properties, Difference between OS,program ,software , application
Week4	Network and internet (setting ,www, Email, search Engine)
Week5	Microsoft Office Word: Editing a Document and Formatting Text and Paragraphs
Week6	Microsoft Office Word: Adding Tables and Inserting Graphic Objects
Week7	Microsoft Office Word: Controlling Page Appearance and Proofing a Document
Week8	Microsoft Office Excel: Getting Started with Excel
Week9	Microsoft Office Excel: Sorting, Selecting and Sub totaling data
Week 10	Microsoft Office Excel: Formulas and Functions
Week 11	Microsoft Office Excel: Worksheet Formatting and Presentation
Week 12	Microsoft Office Power Point: Getting Started with Power Point
Week 13	Microsoft Office Power Point: Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation and Modifying Objects in Your Presentation
Week 14	Microsoft Office Power Point: Adding Graphical Elements, tables and charts to Your Presentation and Modifying Objects in Your Presentation
Week 15	Microsoft Office Power Point: Prepare to deliver your presentation
Week 16	Preparatory week before the final exam

Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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/LearnMicrosoftOffice , https://www.goskills.com/Microsoft-Office	

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

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.