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| **جامعة فيلادلفيا*****cid:image001.png@01CFF76F.9CE975D0***Philadelphia University | اسم النموذج: خطة تدريس مادة | **QFO-AP-FI-MO02** |
| **الجهة المصدرة: كلية تكنولوجيا المعلومات** | **رقم الإصدار Revision)): 1** |
| **الجهة المدققة: عمادة التطوير والجودة** | **التاريخ: 05/11/2017** |
| **عدد صفحات النموذج: 5** |

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| **اسم المادة:** | حاسوب استدراكي | **رقم المادة:** | 0750099 |
| **مستوى المادة:** | السنة الأولى | **المتطلبات السابقة:** | - |
| **موعد المحاضرة:** | **ن ر 4:30 -5:45** | **الساعات المعتمدة:** | 3 |

**عضو هيئة التدريس**

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| **الاسم** | **الرتبة الأكاديمية** | **رقم المكتب** | **الساعات المكتبية** | **البريد الإلكتروني** |
| **وفاء بني مصطفى** | **محاضرة** | **333** |  | **wbanimustafa@philadelphia.edu.jo** |

**Course description:**

**Course module description:**

Introduction to computer systems and practical use of software packages. Introduction,

MS-Windows 7, Internet, MS-Office 2010 (Word, Excel and Powerpoint).

**Course module objectives:**

This module aims to introduce students to Computer Systems: hardware and software: operating systems (MS-DOS), user interfaces (MS-Windows), and different packages (WinWord, Excel, PowerPoint, and Internet).

**Course/ module components**

* **Books (title , author (s), publisher, year of publication)**

الحاسوب والبرمجيات الجاهزة – المهارات الأساسية

Windows 7 & Microsoft office 2010

تأليف : د. محمد بلال الزعبي ، د. احمد الشرايعة،سهير عبد الله، خالدة محمد الزعبي

زمزم ناشرون وموزعون

* **Support material (s) (vcs, acs, etc).**
* **Study guide (s) (if applicable)**
* **Homework and laboratory guide (s) if (applicable).**

**Teaching methods:**

30 hours Lectures and Laboratory (2 per week) + 15 hours Example sessions (1 per

week)Lectures, discussion groups, tutorials, problem solving, debates, etc.

**Learning outcomes:**

* Knowledge and understanding
* Be able to understand the principles of computers systems including architecture, software tools, and Communication and Networks. (A)
* Cognitive skills (thinking and analysis).
* Be able toselect the proper software among MS Word, Excel and power point to modify given data.
* Communication skills (personal and academic).
* Be able to work as a team.
* Be able to contact the lecturer via email for any questions.
* Practical and subject specific skills(Transferable Skills).
* Be able to use a word processing package to produce a written technical report.
* Be able to use spreadsheet (EXCEL) software to design a sheet and draw a Chart.
* Be able to design and present a lecture using Microsoft Power Point.
* Be able to link more than one application under windows.
* Be able to use the Internet browsers to create an e-mail and use the search engines.

**Assessment instruments**

* Short reports and/ or presentations, and/ or Short research projects
* Quizzes.
* Home works
* Final examination: 50 marks

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| **Allocation of Marks** |
| **Mark** | Assessment Instruments |
| **30%** | Mid examination |
| **50%** | Final examination: 50 marks |
| **20%** | Reports, research projects, Quizzes, Home works, Projects |
| **100%** | Total |

**Course/module academic calendar**

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| **week** | **Basic and support material to be covered** | **Homework/reports and their due dates** |
| **(1)** | 1. Introduction**Chapter1: Hardware****Pages:**5 – 10 (The main parts of a computer),11 (Computer Performance) – 24 |  |
| **(2)** | **Chapter2: Software****Pages:** 26 – 29 (Interfaces) |  |
| **(3)** | **2. WINDOWS7****Chapter8: Windows 7****General Look:** **Pages:**89 – 97**Working with windows:Pages:** 98 – 109 (Deleting, Moving Icons)**Control Panel:Pages:** 111 – 120. |  |
| **(4)** | **File Management: Pages:** 123 – 131, 134 – 1453. INTERNET**General Concepts:****Chapter3: Data Transfer and Networks****Pages:** 35 (Internet) – 36 (Extranet)**Chapter13: The Internet and Communications.****Pages:** 484 – 487**Internet Connection****Chapter3: Data Transfer and Networks****Pages:** 39 (Internet Connection) – 41**Security Considerations****Chapter5: Security****Pages:** 61 – 64 (Firewall), 66 – 72**Chapter13: The Internet and Communications****Pages:**513 - 519 |  |
| **(5)** | **Internet Explorer****Chapter13: The Internet and Communications****Pages:** 487 – 494**Search on Web****Pages:** 495 –500 (Searching by date)**Internet Explorer Properties****Pages:** 503– 510**Printing from Internet Explorer****Pages:** 520 – 521 |  |
| **(6)****First examination** | **Email** **Pages:**526 – 527 (The advantages of using e-mail), 529 – 533 (Message Priority), 534 (Saving a draft copy of an Email) – 542 (Addressing an email to a contact)**Email Organization****Pages:** 544, 547**4. MS -Word 2010****Chapter9: Microsoft Word 2010****Word2010 Window****Pages:**155 – 161**First Steps with Word****Pages:** 162 – 169 |  |
| **(7)** | **Text Processing****Pages:** 176 – 182**Text Formatting****Pages:** 182 – 190 (Insert a Symbol)**Paragraph Formatting****Pages:** 191 –203 (Find and Replace)**Page Formatting****Pages:** 208 – 215 (Page Numbering) |  |
| **(8)** | **Tables****Pages:** 217 – 230 (Splitting Cells) |  |
| **(9)** | **Graphics****Pages:** 232 – 234 (Insert Shapes)**Auditing and Printing****Pages:** 255 - 259 |  |
| **(10)** | **5. MS-Excel 2010****Chapter10: Microsoft Excel 2010****General Look****Pages:** 264 – 272**Selection Techniques****Pages:** 276 – 277**Rows and Columns Processing****Pages:** 278 – 281 |  |
| **(11)****Second examination** | **Cells Processing****Pages:** 282 – 287 **Worksheets****Pages:** 289 – 290**Text format and Alignment****Pages:** 291 – 299 |  |
| **(12)** | **Formulas****Pages:** 302 – 305**Functions****Pages:** 306 – 311 |  |
| **(13)** | **Charts****Pages:** 315– 325**6. MS- POWER POINT2010****Chapter12: Microsoft PowerPoint 2010****General Look****Pages:** 428 – 430, 431 (Navigating between slides) – 434 |  |
| **(14)** | **Presentation Creation****Pages:** 435 - 437**Slides Processing****Pages:** 438 – 442 |  |
| **(15)** | **Paragraph Formatting****Pages:** 443 – 451**Slides Presentation****Pages:** 470 – 480 (Handouts) |  |
| **(16)****Final Examination** | Tutorials |  |

**Expected workload:**

On average, students need to spend 2 hours of study and preparation for each 50-minute lecture/tutorial.

**Attendance policy:**

Absence from lectures and/or tutorials shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to and approved by the Dean of the relevant college/faculty shall not be allowed to take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.

**Module references**

**Books**

First Look: Microsoft Office 2010

**Websites**

http://www.free-computer-tutorials.net/