

|                                               |                                                                                                                                                             |                                           |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Philadelphia University</b>                |  <b>PHILADELPHIA<br/>UNIVERSITY</b><br><small>THE WAY TO THE FUTURE</small> | <b>Approved Date:</b><br><b>18/9/2024</b> |
| <b>Faculty:</b> Business                      |                                                                                                                                                             | <b>Issue:</b>                             |
| <b>Department:</b> Business<br>Administration |                                                                                                                                                             | <b>Credit Hours:</b> 3 hours              |
| <b>Academic Year:</b> 2025/2026               |                                                                                                                                                             | <b>Degree:</b> Bachelor                   |
| <b>Course Syllabus</b>                        |                                                                                                                                                             |                                           |

### Course Information

| Course No.                                                                                                                                                                                                                  | Course Title                        | Prerequisite                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------|
| 0330324                                                                                                                                                                                                                     | Computer Applications in Management | 330248                        |
| Course Type                                                                                                                                                                                                                 |                                     | Class Time                    |
| <input type="checkbox"/> University Requirement <input type="checkbox"/> Faculty Requirement<br><input type="checkbox"/> Major Requirement <input type="checkbox"/> Elective <input checked="" type="checkbox"/> Compulsory |                                     | 09:45-10:35<br>Sunday/Tuesday |
| Room No.                                                                                                                                                                                                                    |                                     |                               |
|                                                                                                                                                                                                                             |                                     |                               |
| Course Level*                                                                                                                                                                                                               |                                     | Hours No.*                    |
| <input type="checkbox"/> 6 <sup>th</sup> <input checked="" type="checkbox"/> 7 <sup>th</sup> <input type="checkbox"/> 8 <sup>th</sup> <input type="checkbox"/> 9 <sup>th</sup>                                              |                                     | 90                            |

### Instructure Information

| Name              | Office No. | Phone No. | Office Hours                           | E-mail                       |
|-------------------|------------|-----------|----------------------------------------|------------------------------|
| Dr. Shadi Altahat | 32418      | 2618      | Saturday - Tuesday<br>9:30 am- 2:00 pm | saltahat@philadelphia.edu.jo |

### Course Delivery Method

| <input checked="" type="checkbox"/> Blended | <input type="checkbox"/> Online | <input type="checkbox"/> Physical |
|---------------------------------------------|---------------------------------|-----------------------------------|
| Learning Model                              |                                 |                                   |
| Percentage                                  | Synchronous                     | Asynchronous                      |
|                                             | --                              | 30%                               |
|                                             |                                 | %70                               |

### Course Description

This course aims to develop the skills of students of Management with a set of advanced skills to use basic computer applications for use in the fields of work and academic research. The course includes the following topics: Text editor to master the preparation and formatting of documents and reports professionally using applications such as Microsoft Word. Create and analyze tables and perform calculations using spreadsheet applications such as Microsoft Excel and how to use advanced functions such as graphs and pivot tables to analyze data. Show slides using applications such as Microsoft PowerPoint and how to create presentations that stand out with photos, text, and graphics. Dealing with database applications such as Microsoft Access to

design and manage simple databases and how to extract information effectively from them.

### Course Learning Outcomes

| Number              | Outcome                                                                                                                                      | Corresponding Program Outcomes |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Knowledge</b>    |                                                                                                                                              |                                |
| <b>K1</b>           | Define and Microsoft Word, Excel, Microsoft PowerPoint and Microsoft Access.                                                                 | <b>Kp1</b>                     |
| <b>K2</b>           | Explain computer skills effectively in Management                                                                                            | <b>Kp4</b>                     |
| <b>Skills</b>       |                                                                                                                                              |                                |
| <b>S1</b>           | Communicating effectively for HR teams who interact with people, over Microsoft Word or Microsoft PowerPoint.                                | <b>Sp1</b>                     |
| <b>S2</b>           | Employ digital skills and technology, using Microsoft Word, Excel, Microsoft PowerPoint and Microsoft Access.                                | <b>Sp2</b>                     |
| <b>S3</b>           | Apply critical thinking with computer skills effectively to reach best decision making .                                                     | <b>Sp3</b>                     |
| <b>Competencies</b> |                                                                                                                                              |                                |
| <b>C1</b>           | Formulate presentations strategy using images, text, and graphics. And apply effects and transitions to enhance the appeal of presentations. | <b>Cp1</b>                     |

### Learning Resources

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Textbook</b>       | <ul style="list-style-type: none"> <li>Book Title: "Microsoft Office 365: A Skills Approach"</li> <li>Authors: Inc. Triad Interactive</li> <li>Publisher: McGraw Hill</li> <li>ISBN-13: 978-1260079449</li> </ul>                                                                                                                                                                                                                                                                                                                                                |
| <b>Supporting References</b> | <ul style="list-style-type: none"> <li>Microsoft office 2019 for dummies, Wang, Wallace (Author), New Jersey: John Wiley &amp; Sons, 2019 .</li> <li>Excel 2019 for Dummies, Harvey , Greg (Author), Hoboken, NJ: John Wiley &amp; Sons, 2019.</li> <li>Powerpoint 2019 for dummies, Lowe, Doug (Author), Hoboken, NJ: John Wiley &amp; Sons, 2019.</li> <li>access 2019 for dummies, Ulrich, Laurie Ann (Author), New Jersey: John Wiley &amp; Sons, 2019.</li> <li>Word 2019 for dummies, by Dan Gookin, Hooboken, NJ: John Wiley &amp; Sons, 2019.</li> </ul> |
| <b>Supporting Websites</b>   | <a href="http://www.ebsco.com">www.ebsco.com</a><br><a href="http://library.philadelphia.edu.jo/ST_EN.htm">http://library.philadelphia.edu.jo/ST_EN.htm</a><br><a href="https://bit.ly/3vbIsIH">https://bit.ly/3vbIsIH</a> (APA7 Referencing)                                                                                                                                                                                                                                                                                                                    |

## Meetings and Subjects Time Table

| Week | Topic                                                                                                                                                                                                                                                                                                                                                                                            | Learning Method*                                                                                                                               | Task                                                                                                                                                                                                                                               | Learning Material                                              |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1    | Course introduction                                                                                                                                                                                                                                                                                                                                                                              | Orientation                                                                                                                                    | <ul style="list-style-type: none"> <li>• Introduce the instructor</li> <li>• Meet students</li> <li>• Class ground rules</li> <li>• Syllabus introduction</li> <li>• Introduction to computer software and its importance in Management</li> </ul> | Syllabus                                                       |
| 2    | <ul style="list-style-type: none"> <li>• Text Editing and Formatting in Microsoft Word</li> <li>• - Introduction to Microsoft Word and its interface</li> <li>• - Basic text editing and formatting (fonts, styles, alignment)</li> <li>• - Page setup and document layout</li> <li>• - Creating and editing tables</li> <li>- Assignment: Create a professionally formatted document</li> </ul> | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Collaborative learning</li> <li>• project based learning</li> <li>• LAP</li> </ul> | <ul style="list-style-type: none"> <li>• Read chapter</li> <li>• Discussions</li> </ul>                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Chapter 1:</li> </ul> |
| 3    | <ul style="list-style-type: none"> <li>• Advanced Features of Microsoft Word.</li> <li>• Headers, footers, and page numbering</li> <li>• Table of contents, citations, and references</li> <li>• Inserting and formatting graphics and images</li> <li>• Collaboration and track changes</li> <li>• - Assignment: Research paper with citations and references</li> </ul>                        | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Collaborative learning</li> <li>• project based learning</li> <li>• LAP</li> </ul> | <ul style="list-style-type: none"> <li>• Read chapter</li> <li>• Discussions</li> <li>•</li> </ul>                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Chapter 1:</li> </ul> |
| 4    | <ul style="list-style-type: none"> <li>• Document Design and Efficiency in Microsoft Word.</li> <li>• - Page breaks and sections</li> </ul>                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Collaborative learning</li> </ul>                                                  | <ul style="list-style-type: none"> <li>• Read chapter</li> <li>• Group Discussion</li> </ul>                                                                                                                                                       | Chapter 1. •                                                   |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                 |                                                                                                                            |                                                              |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
|   | <ul style="list-style-type: none"> <li>- Styles and templates for consistent formatting</li> <li>- Using mail merge for mass document production</li> <li>- Finalizing and protecting documents</li> <li>- Assignment: Design a template for a medical report.</li> </ul>                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>project based learning</li> <li>LAP</li> </ul>                                                           | <ul style="list-style-type: none"> <li><b>Homework 1</b></li> </ul>                                                        |                                                              |
| 5 | <ul style="list-style-type: none"> <li><b>Basic Spreadsheet Functions and Data Organization with Microsoft Excel</b> <ul style="list-style-type: none"> <li>- Introduction to Microsoft Excel and its interface</li> <li>- Creating and organizing spreadsheets</li> <li>- Basic calculations (sum, average, etc.)</li> <li>- Cell formatting and data validation <ul style="list-style-type: none"> <li>- Assignment: Create a basic medical data spreadsheet</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Lecture</li> <li>Problem solving based learning.</li> <li>project based learning</li> <li>LAP</li> </ul> | <ul style="list-style-type: none"> <li>Read chapter</li> <li>Discussion</li> <li>Mind mapping and Brainstorming</li> </ul> | <ul style="list-style-type: none"> <li>Chapter 2.</li> </ul> |
| 6 | <ul style="list-style-type: none"> <li><b>Intermediate Excel Functions and Data Visualization</b> <ul style="list-style-type: none"> <li>- Working with functions (IF, VLOOKUP, COUNT, etc.)</li> <li>- Data visualization with charts and graphs</li> <li>- Conditional formatting for data analysis</li> <li>- Data auditing and error checking</li> <li>- Assignment: Analyze medical data using charts and functions</li> </ul> </li> </ul>                                                   | <ul style="list-style-type: none"> <li>Lecture</li> <li>Problem solving based learning.</li> <li>project based learning</li> <li>LAP</li> </ul> | <ul style="list-style-type: none"> <li>Read chapter</li> <li>Discussion</li> <li>Mind mapping and Brainstorming</li> </ul> | Chapter 2.                                                   |
| 7 | <ul style="list-style-type: none"> <li><b>Advanced Excel Techniques and Pivot Tables</b> <ul style="list-style-type: none"> <li>- Introduction to advanced functions (SUMIF, COUNTIF, etc.)</li> <li>- Pivot tables for data summarization and analysis</li> <li>- Creating dynamic charts and dashboards</li> <li>- Data protection and security</li> <li>- Assignment: Build a medical data</li> </ul> </li> </ul>                                                                              | <ul style="list-style-type: none"> <li>Lecture</li> <li>Collaborative learning</li> <li>project based learning</li> <li>LAP</li> </ul>          | <ul style="list-style-type: none"> <li>Read chapter</li> <li>Group Discussion</li> <li>One minute paper</li> </ul>         | Chapter 2.                                                   |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                |                                                                                                                                                                            |                                                               |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|     | dashboard with pivot tables                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                |                                                                                                                                                                            |                                                               |
| 8.a | <ul style="list-style-type: none"> <li>• <b>Advanced PowerPoint Techniques</b></li> <li>• Advanced slide design and layout</li> <li>• - Incorporating multimedia elements (audio, video)</li> <li>• - Creating custom animations and transitions</li> <li>• - Slide master and templates for consistency</li> <li>• - Assignment: Design an interactive medical presentation.</li> </ul>                           | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Problem solving based</li> <li>• project based learning</li> <li>• LAP</li> </ul>  | <ul style="list-style-type: none"> <li>• Read chapter</li> <li>• Mind mapping and Brainstorming</li> </ul>                                                                 | Chapter 3.                                                    |
| 8.b | <b>Mid-term Exam</b>                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                |                                                                                                                                                                            |                                                               |
| 9   | <ul style="list-style-type: none"> <li>• <b>Effective Presentation Delivery</b></li> <li>• - Strategies for delivering effective presentations</li> <li>• - Overcoming nervousness and building confidence</li> <li>• - Handling questions and engaging the audience</li> <li>• - Rehearsing and timing presentations</li> </ul> <p>- Assignment: Deliver a practice medical presentation</p>                      | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Flipped class</li> <li>• project based learning</li> <li>• LAP</li> </ul>          | <ul style="list-style-type: none"> <li>• Read chapter</li> <li>• Peer review</li> </ul>                                                                                    | Chapter 3                                                     |
| 10  | <ul style="list-style-type: none"> <li>• <b>Database Design and Database Management with Microsoft Access.</b></li> <li>• - Introduction to Microsoft Access</li> <li>• - Creating databases and tables</li> <li>• - Setting field properties and data types</li> <li>• - Understanding the concept of databases</li> <li>• - Importance of proper database design</li> <li>• - Creating a new database</li> </ul> | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Collaborative learning</li> <li>• project based learning</li> <li>• LAP</li> </ul> | <ul style="list-style-type: none"> <li>• Read chapter</li> <li>• Discussions</li> <li>• Video</li> <li>• <b>Homework2 ( Integrating problem-solving skills)</b></li> </ul> | <ul style="list-style-type: none"> <li>• Chapter 4</li> </ul> |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                        |                                                                                                                                                   |                                                             |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|    | <ul style="list-style-type: none"> <li>in Microsoft Access</li> <li>- Importing and exporting data</li> <li>- Defining data types and setting field properties</li> <li>- Assignment: - Design a basic medical database structure</li> <li>- Create a basic medical database in Access</li> </ul>                                                                                                                                          |                                                                                                                                        |                                                                                                                                                   |                                                             |
| 11 | <ul style="list-style-type: none"> <li>Working with Tables in Microsoft Access</li> <li>- Creating and modifying tables</li> <li>- Establishing relationships between tables</li> <li>- Introduction to forms for data input</li> <li>- Assignment: Create tables, establish relationships for a medical database</li> </ul>                                                                                                               | <ul style="list-style-type: none"> <li>Lecture</li> <li>Collaborative learning</li> <li>project based learning</li> <li>LAP</li> </ul> | <ul style="list-style-type: none"> <li>Read chapter</li> <li>Discussions</li> <li>Video</li> </ul>                                                | <ul style="list-style-type: none"> <li>Chapter 4</li> </ul> |
| 12 | <ul style="list-style-type: none"> <li>Querying and Extracting Data in Microsoft Access</li> <li>- Writing and executing queries in Access</li> <li>- Using criteria to filter and sort data</li> <li>- Creating calculated fields</li> <li>- Using aggregate functions for data analysis</li> <li>- Assignment: Write complex queries to extract specific information from a medical database</li> </ul>                                  | <ul style="list-style-type: none"> <li>Lecture</li> <li>Collaborative learning</li> <li>project based learning</li> <li>LAP</li> </ul> | <ul style="list-style-type: none"> <li>Read chapter</li> <li>Discussion</li> <li>One minute paper</li> </ul>                                      | <ul style="list-style-type: none"> <li>Chapter 4</li> </ul> |
| 13 | <ul style="list-style-type: none"> <li>Forms, Reports, and Advanced Access Features</li> <li>- Designing forms layouts and controls for data entry and user-friendly interfaces</li> <li>- Generating professional reports to present data effectively</li> <li>- Data validation and input masks</li> <li>- Introduction to macros and automation</li> <li>- Assignment: Create user-friendly forms and generate reports for a</li> </ul> | <ul style="list-style-type: none"> <li>Lecture</li> <li>Collaborative learning</li> <li>project based learning</li> <li>LAP</li> </ul> | <ul style="list-style-type: none"> <li>Read chapter</li> <li>Discussion</li> <li>Video</li> <li><b>A ten-mark practical assignment</b></li> </ul> | <ul style="list-style-type: none"> <li>Chapter 4</li> </ul> |

|    |                                                                                                                                                                                                                                                                                                    |                                                                                                                                               |                                                                                                                    |                                                               |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
|    | medical database                                                                                                                                                                                                                                                                                   |                                                                                                                                               |                                                                                                                    |                                                               |
| 14 | <ul style="list-style-type: none"> <li>• Integration of Office Applications</li> <li>• - Collaborative tools in Microsoft Office</li> <li>• - Linking data between applications</li> <li>- Best practices for integrating Word, Excel, PowerPoint, and Access</li> </ul>                           | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Flipped class</li> <li>• project based learning</li> <li>• LAP</li> </ul>         | <ul style="list-style-type: none"> <li>• Read chapter</li> <li>• Moc-prsentation</li> <li>• Peer review</li> </ul> | <ul style="list-style-type: none"> <li>• Chapter 5</li> </ul> |
| 15 | <ul style="list-style-type: none"> <li>• Course Review and Final Projects</li> <li>• - Review of course concepts and skills</li> <li>• - Students present final projects showcasing their proficiency in Microsoft Office applications</li> <li>- Evaluation and feedback on the course</li> </ul> | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Problem solving based</li> <li>• project based learning</li> <li>• LAP</li> </ul> | <ul style="list-style-type: none"> <li>• Read chapter</li> <li>• Mind mapping and Brainstorming</li> </ul>         | <ul style="list-style-type: none"> <li>• Chapter 5</li> </ul> |
| 16 | <b>Final Exam</b>                                                                                                                                                                                                                                                                                  |                                                                                                                                               |                                                                                                                    |                                                               |

\*Includes: lecture, flipped Class, project based learning, problem solving based learning, collaboration learning.

### Course Contributing to Learner Skill Development

| Using Technology                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Students will use several offline software (i.e Microsoft Office) or online software (i.e Prezi and Google Slides) to deliver their presentations.</li> <li>• Students will use the internet search engines to capture needed data and information to perform their assignments.</li> <li>• Students will use the electronic email for submitting the required documents.</li> </ul> |
| Communication Skills                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Students will develop their verbal and nonverbal communication skills by participating in classroom activities, group work, and presentations.</li> <li>• Students will use creative and critical thinking while participating in classroom discussions, solving issues, and performing various assignments.</li> </ul>                                                              |

### Application of Concept Learnt

- Students will reflect on the acquired knowledge of master the preparation and formatting of documents and reports professionally using applications such as Microsoft Word. Create and analyze tables and perform calculations using spreadsheet applications such as Microsoft Excel and how to use advanced functions such as graphs and pivot tables to analyze data

### Assessment Methods and Grade Distribution

| Assessment Methods | Grade       | Assessment Time (Week No.)                                   | Course Outcomes to be Assessed |
|--------------------|-------------|--------------------------------------------------------------|--------------------------------|
| Mid Term Exam      | % 30        | 8 <sup>th</sup> week                                         | K1,K2<br>S1,S2,S3              |
| Term Works*        | % 30        | 10% Presentation                                             | K1, K2,S1<br>S2, S3,<br>C1     |
|                    |             | 5% Homework1                                                 |                                |
|                    |             | 5% Homework2 ( course in Integrating problem-solving skills) |                                |
|                    |             | 10% Quiz                                                     |                                |
| Final Exam         | % 40        | 16 <sup>th</sup> week                                        | K1, K2,<br>S1,S2,S3            |
| <b>Total</b>       | <b>%100</b> |                                                              |                                |

\* Include: quizzes, in-class and out of class assignment, presentations, reports, videotaped assignment, group or individual project.

### Alignment of Course Outcomes with Learning and Assessment Methods

| Number           | Learning Outcomes                                                                                             | Learning Method*                                                                                                              | Assessment Method**                                                                                                           |
|------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge</b> |                                                                                                               |                                                                                                                               |                                                                                                                               |
| <b>K1</b>        | Define and Microsoft Word, Excel, Microsoft PowerPoint and Microsoft Access.                                  | <ul style="list-style-type: none"> <li>Lecture</li> <li>Collaborative learning</li> <li>Flipped class</li> <li>LAP</li> </ul> | <ul style="list-style-type: none"> <li>Exam</li> <li>In-class Activities</li> <li>Presentation</li> <li>Assignment</li> </ul> |
| <b>K2</b>        | Explain computer skills effectively in Management                                                             | <ul style="list-style-type: none"> <li>Lecture</li> <li>Collaborative learning</li> <li>LAP</li> </ul>                        | <ul style="list-style-type: none"> <li>Exam</li> <li>In-class Activities</li> <li>Assignment</li> </ul>                       |
| <b>Skills</b>    |                                                                                                               |                                                                                                                               |                                                                                                                               |
| <b>S1</b>        | Communicating effectively for HR teams who interact with people, over Microsoft Word or Microsoft PowerPoint. | <ul style="list-style-type: none"> <li>Collaborative learning</li> <li>Project based</li> </ul>                               | <ul style="list-style-type: none"> <li>Exam</li> <li>In-class activities</li> </ul>                                           |

|                     |                                                                                                                                              |                                                               |                                                               |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
|                     |                                                                                                                                              | learning<br>• LAP                                             | • Presentation<br>• Group Assignment                          |
| <b>S2</b>           | Employ digital skills and technology, using Microsoft Word, Excel, Microsoft PowerPoint and Microsoft Access.                                | • Collaborative learning<br>• Project based learning<br>• LAP | • In-class activities<br>• Presentation<br>• Group Assignment |
| <b>S3</b>           | Apply critical thinking with computer skills effectively to reach best decision making .                                                     | • Collaborative learning<br>• Project based learning<br>• LAP | • In-class activities<br>• Presentation<br>• Group Assignment |
| <b>Competencies</b> |                                                                                                                                              |                                                               |                                                               |
| <b>C1</b>           | Formulate presentations strategy using images, text, and graphics. And apply effects and transitions to enhance the appeal of presentations. | • Collaborative learning<br>• Project based learning<br>• LAP | • In-class activities<br>• Presentation<br>• Group Assignment |

\*Include: lecture, flipped class, project based learning, problem solving based learning, collaboration learning.

\*\* Include: quizzes, in-class and out of class assignments, presentations, reports, videotaped assignments, group or individual projects.

### Course Policies

| Policy               | Policy Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Passing Grade</b> | The minimum pass for the course is (50%) and the minimum final mark is (35%).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Missing Exams</b> | <ul style="list-style-type: none"> <li>• Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his final mark.</li> <li>• Anyone absent from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his excuse within a week from the date of the excuse's disappearance, and in this case, the subject teacher must hold a compensation exam for the student.</li> <li>• Anyone absent from a final exam with a sick excuse or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his excuse within three days from the date of holding that exam.</li> </ul> |
| <b>Attendance</b>    | The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article,                                                                                                                                                                                                                                 |

|                           |                                                                                                                                                                                                                                                                                                                                         |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | and the provisions of withdrawal shall apply to it.                                                                                                                                                                                                                                                                                     |
| <b>Academic Integrity</b> | Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights. |

### **Program Learning Outcomes to be Assessed in this Course**

| <b>Number</b> | <b>Learning Outcome</b>                                                                                        | <b>Course Title</b>                        | <b>Assessment Method</b> | <b>Targeted Performance level</b>          |
|---------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------|--------------------------------------------|
| <b>Sp2</b>    | Eemploy digital skills and technology, using Microsoft Word, Excel, Microsoft PowerPoint and Microsoft Access. | <b>Computer Applications in Management</b> | A practical assignment)  | 75% of students get a grade of 7 or above. |

### **Description of Program learning Outcomes Assessment Method**

| <b>Number</b> | <b>Detailed Description of Assessment</b>                                                                                       |
|---------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Sp2</b>    | <ul style="list-style-type: none"> <li>• A practical assignment of ten marks in the thirteenth week of the semester.</li> </ul> |

### **Assessment Rubric of the Program Learning Outcomes**

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>Sp2:</b> A practical assignment of ten marks in the thirteenth week of the semester |
|----------------------------------------------------------------------------------------|