

Course Definition File

Computer Skills - ICDL





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1. Basic Information:

Course Name	Computer Skills - ICDL
Course ID	GCS301
No. of Recorded Sessions*	16
No. of Synchronized Sessions*	16
No. of Quizzes (hrs.)	6
Exam (hrs.)	2
Registered Sessions Work Load (hrs.)	18
Synchronized Sessions Work Load (hrs.)	24
Credit Hours	4

^{*} The duration of each session 1.5 hr

2. Pre-Requisites:

Course	ID
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3. Course Objectives:

"Computer Skills- ICDL "aims to acquaint the student with the basic concepts of Computer, its various components and how to edit letters, texts and presentations. In particular this course the aims to enable the student to use the computer as an effective tool in e-learning. At the end of this Couse the student to will be able to:

- Acquaint with PC components, its functioning, the basics of operating system and its application in data storing and organization, and the basics of networks.
- Organize and classify various components of data, its processing and presentation using MS Office applications.
- Understand the internet and its major applications such as web services, search engines, YouTube, and master their use for search and email management.

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4. Learning Outcomes (LO):

- To be familiar with computer hardware and master its applications.
- To acquaint with different types of basic software programs, and to master their applications.
- To recognize the networks and the internet basics.
- To understand the importance of ICT applications and trends.
- To master the operating system Windows 7 and its applications.
- To know and design different types of files.
- To master printers' applications.
- To master computers settings.
- To understand and master texts editing programs Word 2013.
- To be familiar with different types of text editing methods and be able to design various applications.
- To master different types of texts formatting and organization.
- To master tables organizing.
- To understand power point 2013 presentation program and master different types of its applications, to deal with slides and to master their design, animation and sequencing.

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5. Assessment Results:

			Assessment Type				
Chapter No.	Chapter Title	Intended Objectives	Developed content/ Recorded Sessions	Practical Activities (Synchronized Sessions)	Quizzes and Exams	Presentations And Interviews	Reports
CH1	Computer	Comprehension					
	hardware	– Hands – On	X	×	X		
		mastering					
CH2	Software	Comprehension					
	Sollware	– Hands – On	X	X	X	X	X
		mastering					
CH3	Networks	Comprehension - Hands - On - mastering	Х	Х	Х	X	Х
CH4	Effects of Information Technology	Comprehension - Application	X	X	X		
CH5	Windows 7 Basics	Comprehension - Hands - On - mastering	Х	X	Х		
CH6	Dealing with files	Comprehension - Hands - On - mastering	Х	X	Х		
CH7	Printers	Comprehension	X	X	X		

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		– Hands – On					
		mastering					
CH8	Computer	Comprehension					
	settings	- Hands - On	X	X	X		
	Settings	mastering					
CH9	Word 2013	Comprehension					
	basics	- Hands - On	X	X	X		
		mastering					
CH10	E-110 (- (-	Comprehension					
	Editing texts	- Hands - On	X	X	X	X	X
		mastering					
CH11		Comprehension					
	Formatting	– Hands – On	X	×	X	X	X
		mastering					
CH12		Comprehension					
	Tables and	– Hands – On					
	components	– mastering –	X	X	X		
		design					
CH13	Page						
	Format and	Comprehension					
	Print	Hands – On	X	X	X		
		mastering					
CH14	Basics of	Comprehension					
	PowerPoint	– Hands – On					
	2013	mastering -	X	X	X	X	X
		design					
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CH15	Dealing with slides	Comprehension - Hands - On - mastering - design	X	X	X	X	X
CH16	Animation and sequencing	Comprehension - Hands - On - mastering - design	X	X	X		

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6. Course Syllabus

Chapter No.	Chapter Title	Chapter Content (Syllabus)	No. of Theoretic al Learning Units	No. of Practical Learning Units)
	Computer	Computers types		
CH1	hardware	Memories and storage units	1	1
		Input and output unitsCoding concept		
CH2		Operating System	1	1
		 Application Software 		
		Networks concept and types		
CH3		The Internet	1	1
0113		Communication means to internet	1	1
		Internet and Extranet		
CH4		 E-world and virtual societies Health and environment vs computer wide use Security issues 	1	1
		 Legal issues 		
		Windows 7 new features		
		 Mouse hands-on 		
CH5		Icons hands-on	1	1
		 Windows applications 		
		 Help applications 		

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Files and folders Creation Types of files Notebook program Files organization and presentation Files and folders copying and transferring Files deleting and recovering Files compression Printer installing Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Screen settings Desk top settings Key board settings Mouse settings Mouse settings Mouse settings Mouse settings Documents installing Documents storing Help instruction Texts selecting Texts selecting					
CH6 • Notebook program • Files organization and presentation • Files and folders copying and 1 1 1 1 transferring • Files deleting and recovering • Files search • Files compression • Printer installing • Default printer setting • Printing options • Printing tasks management • Time and date settings • Volume settings • Volume settings • Desk top settings • Desk top settings • Mouse settings • Mouse settings • Information tools • Word 2013 interface • Documents installing • Documents storing • Help instruction • Texts editing 1 1		•	Files and folders Creation		
CH6 Files organization and presentation Files and folders copying and transferring Files deleting and recovering Files search Files compression Printer installing Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Screen settings Ekey board settings Mouse settings Help instruction Texts editing 1 1 1 1 1 1 1 1 1 1 1 1 1		•	Types of files		
CH6 Files and folders copying and transferring Files deleting and recovering Files search Files compression Printer installing Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Screen settings Desk top settings Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing 1 1 1 1 1 1 1 1 1 1 1 1 1		•	Notebook program		
transferring Files deleting and recovering Files search Files compression Printer installing Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Screen settings Ekey board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing Time and date settings Information tools Informat		•	Files organization and presentation		
Files deleting and recovering Files search Files compression Printer installing Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Screen settings Screen settings Mouse settings Mouse settings Information tools Word 2013 interface Documents installing Help instruction Texts editing 1 1 1	CH6	•	Files and folders copying and	1	1
Files search Files compression Printer installing Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Screen settings Exercise Settings Mouse settings Mouse settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing			transferring		
CH7 Printer installing Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Desk top settings Desk top settings Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing		•	Files deleting and recovering		
CH7 Printer installing Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Desk top settings Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing 1 1 1 1 1 1 1 1 1 1 1 1 1		•	Files search		
CH7 Default printer setting Printing options Printing tasks management Time and date settings Volume settings Screen settings Desk top settings Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		•	Files compression		
Printing options Printing tasks management Time and date settings Volume settings Screen settings Desk top settings Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing		•	Printer installing		
Printing options Printing tasks management Time and date settings Volume settings Screen settings Desk top settings Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	CHZ	•	Default printer setting		1
Time and date settings Volume settings Screen settings Desk top settings Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing 1 1 1 1	СП/	Printing options		1	
CH8 • Volume settings • Screen settings • Desk top settings • Key board settings • Mouse settings • Information tools • Word 2013 interface • Documents installing • Documents storing • Help instruction • Texts editing		•	Printing tasks management		
CH8 • Screen settings • Desk top settings • Key board settings • Mouse settings • Information tools • Word 2013 interface • Documents installing • Documents storing • Help instruction • Texts editing 1 1 1			Time and date settings		
CH8 Desk top settings Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing		•	Volume settings		1
 Key board settings Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing 1 1 		•	Screen settings	1	
Mouse settings Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing 1 1 1 1	CH8	•	Desk top settings		
Information tools Word 2013 interface Documents installing Documents storing Help instruction Texts editing		•	Key board settings		
 Word 2013 interface Documents installing Documents storing Help instruction Texts editing 		•	Mouse settings		
Documents installing Documents storing Help instruction Texts editing 1 1 1 1 1 1 1 1 1 1 1 1 1			Information tools		
 Documents storing Help instruction Texts editing 1 1 1 1 1 1 1 		•	Word 2013 interface		
Documents storing Help instruction Texts editing 1 1	CH9	•	Documents installing	1	1
Texts editing 1 1		•	Documents storing	1	1
CH10 1 1		•	Help instruction		
Texts selecting	Texts editing		Texts editing	1	1
	01110	•	Texts selecting	1	1

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		Cymhala incerting		
	•	Symbols inserting		
	•	Texts copy-paste		
	•	Undo and repeat		
	•	Search and replace		
	•	Preview		
	•	Different fonts		
	•	Text format		
CH11	•	Paragraph format	1	1
СПІІ	•	Use menus	1	1
	•	Styles		
	•	Page layout		
	•	Work with tables		
CH12	•	Insert and edit various components	1	1
		in the document		
	•	Page layout		
	•	Page margins		
CH13	•	Header and footer	1	1
	•	spelling check		
	•	printing		
	•	PowerPoint 2013 interface		
	•	Create presentations		
CH14	•	Save offers	1	1
	•	Dealing with slides		
	•	Views		
	•	Format		
CH15	•	Features	1	1

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	•	Format slides		
	•	Slide Master		
	•	Slideshow		
CH16	•	Transition effects	1	1
	•	Motion effects		

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7. Practical Activity:

Tools and Labs:

Tool Name	Description
Window 7	
Word 2013	
PowerPoint 2013	

Practical Activities per Chapters:

Chapter	Practical Activity	Remarks
CH1	□ Exercises	
	☐ Homework	
	▼ Webinars	
	□ Project	
	□ Experiment	
	□ Other	
CH2	□ Exercises	
	☐ Homework	
	⋉ Webinars	
	▼ Project	
	□ Experiment	
	□ Other	
CH3	□ Exercises	
	☐ Homework	
	Webinars	
	▼ Project	

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	☐ Experiment
	□ Other
CH4	☐ Exercises
	☐ Homework
	▼ Webinars
	▼ Project
	□ Experiment
	□ Other
CH5	Exercises
	Webinars
	▼ Project
	Experiment
	□ Other
CH6	Exercises
	▼ Homework
	▼ Webinars
	▼ Project
	Experiment
	□ Other
CH7	Exercises
	▼ Homework
	▼ Webinars
	▼ Project
	Experiment
	□ Other

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8. References:

- 1. Wallace Wang, Office 2013 for Dummies, 2014, Kindle Edition.
- 2. Steve Schwartz, Microsoft Office 2013, 2013, Pearson Education.