



الجامعة الافتراضية السورية
SYRIAN VIRTUAL UNIVERSITY

Course Definition File

Computer Skills - ICDL

Information

Technology

Engineering



Powered by:



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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 Course 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:

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

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		– Hands – On – mastering					
CH8	Computer settings	Comprehension – Hands – On – mastering	X	X	X		
CH9	Word 2013 basics	Comprehension – Hands – On – mastering	X	X	X		
CH10	Editing texts	Comprehension – Hands – On – mastering	X	X	X	X	X
CH11	Formatting	Comprehension – Hands – On – mastering	X	X	X	X	X
CH12	Tables and components	Comprehension – Hands – On – mastering – design	X	X	X		
CH13	Page Format and Print	Comprehension – Hands – On – mastering	X	X	X		
CH14	Basics of PowerPoint 2013	Comprehension – Hands – On – mastering – design	X	X	X	X	X

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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 Theoretical Learning Units	No. of Practical Learning Units)
CH1	Computer hardware	<ul style="list-style-type: none"> Computers types Memories and storage units Input and output units 	1	1
CH2		<ul style="list-style-type: none"> Coding concept Operating System Application Software 	1	1
CH3		<ul style="list-style-type: none"> Networks concept and types The Internet Communication means to internet Internet and Extranet 	1	1
CH4		<ul style="list-style-type: none"> E-world and virtual societies Health and environment vs computer wide use Security issues Legal issues 	1	1
CH5		<ul style="list-style-type: none"> Windows 7 new features Mouse hands-on Icons hands-on Windows applications Help applications 	1	1

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CH6	<ul style="list-style-type: none"> • Files and folders Creation • Types of files • Notebook program • Files organization and presentation • Files and folders copying and transferring • Files deleting and recovering • Files search • Files compression 	1	1
CH7	<ul style="list-style-type: none"> • Printer installing • Default printer setting • Printing options • Printing tasks management 	1	1
CH8	<ul style="list-style-type: none"> • Time and date settings • Volume settings • Screen settings • Desk top settings • Key board settings • Mouse settings • Information tools 	1	1
CH9	<ul style="list-style-type: none"> • Word 2013 interface • Documents installing • Documents storing • Help instruction 	1	1
CH10	<ul style="list-style-type: none"> • Texts editing • Texts selecting 	1	1

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		<ul style="list-style-type: none"> • Symbols inserting • Texts copy–paste • Undo and repeat • Search and replace • Preview 		
CH11		<ul style="list-style-type: none"> • Different fonts • Text format • Paragraph format • Use menus • Styles • Page layout 	1	1
CH12		<ul style="list-style-type: none"> • Work with tables • Insert and edit various components in the document 	1	1
CH13		<ul style="list-style-type: none"> • Page layout • Page margins • Header and footer • spelling check • printing 	1	1
CH14		<ul style="list-style-type: none"> • PowerPoint 2013 interface • Create presentations • Save offers • Dealing with slides • Views 	1	1
CH15		<ul style="list-style-type: none"> • Format • Features 	1	1

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		<ul style="list-style-type: none"> • Format slides • Slide Master 		
CH16		<ul style="list-style-type: none"> • Slideshow • Transition effects • Motion effects 	1	1

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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	<input type="checkbox"/> Exercises <input type="checkbox"/> Homework <input checked="" type="checkbox"/> Webinars <input type="checkbox"/> Project <input type="checkbox"/> Experiment <input type="checkbox"/> Other	
CH2	<input type="checkbox"/> Exercises <input type="checkbox"/> Homework <input checked="" type="checkbox"/> Webinars <input checked="" type="checkbox"/> Project <input type="checkbox"/> Experiment <input type="checkbox"/> Other	
CH3	<input type="checkbox"/> Exercises <input type="checkbox"/> Homework <input checked="" type="checkbox"/> Webinars <input checked="" type="checkbox"/> Project	

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	<input type="checkbox"/> Experiment <input type="checkbox"/> Other	
CH4	<input type="checkbox"/> Exercises <input type="checkbox"/> Homework <input checked="" type="checkbox"/> Webinars <input checked="" type="checkbox"/> Project <input type="checkbox"/> Experiment <input type="checkbox"/> Other	
CH5	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Homework <input checked="" type="checkbox"/> Webinars <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Experiment <input type="checkbox"/> Other	
CH6	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Homework <input checked="" type="checkbox"/> Webinars <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Experiment <input type="checkbox"/> Other	
CH7	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Homework <input checked="" type="checkbox"/> Webinars <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Experiment <input type="checkbox"/> 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.