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Syrian Virtual University		الجامعة الافتراضية السورية

Course Description: ICDL (International Computer Driving License)

1- Basic Information:

Course Name	International Computer Driving License
Course ID	GBS101
Contact Hours (Registered Sessions)	
Contact Hours (Synchronized Sessions)	18
Mid Term Exam	
Exam	75 min
Registered Sessions Work Load	
Synchronized Session Work Load	
Credit Hours	

2- Pre-Requisites:

Course	ID
None	

3- Course General Objectives:

This course aims at teaching students the basics of dealing with computers and creating documents and presentations. The first four chapters illustrate the basics of informatics: Hardware, software, networks, the Internet, basic issues in the use of ICTs.

We then move on to teaching students Windows7 skills: windows, icons, mouse, keyboard, file handling, computer settings, and printer. The student then moves to learn to create documents using the Word 2013: text editing, formatting, tables, objects, printing.

The student then learns to prepare presentations using Power Point 2013: Slide Settings, show, Transition Effects, animation Effects.

The student continues to learn the concepts of Outlook 2013: dealing with E-mail, contacts, management of the e-mail program.

The student then moves on to learn advanced concepts about the Excel 2013: create workbooks and worksheets, sorting, find and replace, Filling, formulas, functions, formatting, charts and printing.

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4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Computer's Hardware
ILO2	Computer's Software
ILO3	Networks and Internet
ILO4	Information and Communication Technology
ILO5	Windows 7 Basics
ILO6	Windows 7 Files and Folders
ILO7	Controlling The Computer and Printer
ILO8	Word 2013 Basics
ILO9	Dealing With Documents
ILO10	Documents Formatting
ILO11	Word 2013 Tables and Objects, page layout
ILO12	PowerPoint 2013 Basics
ILO13	PowerPoint 2013 Formatting and Show
ILO14	Outlook 2013 Basics
ILO15	Excel 2013 Basics
ILO16	Excel 2013 Formulas and Functions
ILO17	Excel 2013 Charts
ILO18	Excel 2013 Formatting and page layout

5- **Course Syllabus** (18 hours of total synchronized sessions)

- **RS:** Recorded Sessions**; SS:** Synchronized Sessions**;**

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	**Hardware** • Computer Types • Memory and Storage device • Input/output Units		1	☐ Practices	
ILO2	**Software** • Program Code. • Operating System. • Application Software		1	☐ Practices	
ILO3	**Networks** • Network Types • Internet • Internet Connections • Intranet and Extranet		1	☐ Practices	
ILO4	**ICT - Information and Communication Technology** • ICT in every Day Life • Health and Environment when using computer • Security • Law		1	☐ Practices	
ILO5	**Windows7 Basics** • Windows 7 new features. • Using the Mouse. • Working with Icons. • Working with Windows • Using Help.		1	☐ Exercises ☐ Assignments ☐ Practices	Windows 7
ILO6	**Windows7 Files and Folders** • Creating Files and Folders. • Common File Types. • Word Pad • Display and Sorting Files. • Copy and Move Files and Folders. • Delete and Restore Files and Folders		1	☐ Exercises ☐ Assignments ☐ Practices	Windows 7

	• Search Files and Folders. • Compressing Files.			
ILO7	**Controlling The Computer** • Change Date and Time. • Change Volume Setting. • Screen Resolution. • Desktop Options. • Keyboard Language Settings. • Mouse Settings. • Gadgets. **Print Management** • Install a new printer. • Changing the Default Printer. • Printing Options. • Manage Print Jobs.	1	☐ Exercises ☐ Assignments ☐ Practices	Windows 7
ILO8	**Word 2013 Basics** • Word 2013 Interface. • New Document. • Save Document. • Using Help	1	☐ Exercises ☐ Assignments ☐ Practices	Word 2013
ILO9	**Dealing with Documents** • Text Editing. • Selecting Text. • Insert Symbols. • Copy and Move Text. • Undo and Redo • Find And Replace • Document Views.		☐ Exercises ☐ Assignments ☐ Practices	Word 2013
ILO10	**Document Formatting** • Font Types. • Text Format • Paragraphs Format • Lists • Styles • Page Layout.	1	☐ Exercises ☐ Assignments ☐ Practices	Word 2013
ILO11	**Word 2013 Tables and Objects** • Working with Tables. • Working with Graphical objects **Page Layout** • Page Layout • Page Margins	1	☐ Exercises ☐ Assignments ☐ Practices	Word 2013

	• Header and Footer • Spell Checking • Printing			
ILO12	**PowerPoint 2013 Basics** • PowerPoint2013 Interface. • Create New Presentation. • Save a Presentation. • Dealing with Presentation. • Presentation Preview.		1	☐ Exercises ☐ Assignments ☐ Practices	PowerPoint 2013
ILO13	**PowerPoint 2013 Formatting** • Formatting. • Themes • Slide Formatting. • Slide Master. **PowerPoint 2013 Show** • Slide Show. • Transition Effects. • Animation Effects.		1	☐ Exercises ☐ Assignments ☐ Practices	PowerPoint 2013
ILO14	**Outlook 2013 Basics** • Dealing with E-Mail • Contact and Contact Groups • Manage Outlook2013.		1	☐ Exercises ☐ Assignments ☐ Practices	Outlook 2013
ILO15	**Excel 2013 Basics** • Excel2013 Interface • Create New Workbook • Save Workbook • Open Workbook. • Cells Selection. • Insert and Delete Columns and Rows. • Cell Size. • Freeze Panes. • Dealing with Worksheets. • Dealing with Cells • Sorting • Find and Replace. • Filling.		1	☐ Exercises ☐ Assignments ☐ Practices	Excel 2013
ILO16	**Excel 2013 Formulas and Functions**		1	☐ Exercises ☐ Assignments	Excel 2013

	• Formulas. • Formulas Writing. • Cell Referencing. • Formulas Errors. • Formula Checking. • Functions.			☐ Practices
ILO17	**Excel 2013 Charts** • Create New Chart • Chart Editing. • Chart Types. • Chart Elements.		1	☐ Exercises ☐ Assignments ☐ Practices	Excel 2013
ILO18	**Excel 2013 Formatting and Page Layout** • Cell Formatting. • Numbers, Date, Time, Currency Formatting. • Font Formatting. • Format Painter. • Borders and Shadows. • Color Scales. • Worksheet Settings. • Header and Footer. • Header and Footer Elements. • Printing Options.		1	☐ Exercises ☐ Assignments ☐ Practices	Excel 2013

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6- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration		Ex	Exams		Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments		PW	Practice Work			

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
ILO1	Computer's Hardware		☐		☐		
ILO2	Computer's Software		☐		☐		
ILO3	Networks and Internet		☐		☐		
ILO4	Information and Communication Technology		☐		☐		
ILO5	Windows 7 Basics		☐	☐	☐		
ILO6	Windows 7 Files and Folders		☐	☐	☐		
ILO7	Controlling The Computer and Printer		☐	☐	☐		
ILO8	Word 2013 Basics		☐	☐	☐		
ILO9	Dealing With Documents		☐	☐	☐		
ILO10	Documents Formatting		☐	☐	☐		
ILO11	Word 2013 Tables and Objects, page layout		☐	☐	☐		
ILO12	PowerPoint 2013 Basics		☐	☐	☐		
ILO13	PowerPoint 2013 Formatting and Show		☐	☐	☐		
ILO14	Outlook 2013 Basics		☐	☐	☐		
ILO15	Excel 2013 Basics		☐	☐	☐		
ILO16	Excel 2013 Formulas and Functions		☐	☐	☐		
ILO17	Excel 2013 Charts		☐	☐	☐		
ILO18	Excel 2013 Formatting and page layout		☐	☐	☐		

7-Practice Tools:

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Tool Name	Description
Windows 7	Operating System
Word 2013	Text Editing Program
PowerPoint 2013	Presentation Program
Outlook 2013	E-mail Program
Excel 2013	Spreadsheet program

8-Main References

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

9-Additional References