

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

Course Definition: Computer Skills

1- Basic Information:

Course Name	Computer skills
Course ID	CDL11
Contact Hours (Registered Sessions)	13
Contact Hours (Synchronized Sessions)	13
Mid Term Exam	There is no
Exam	2
Registered Sessions Work Load	26
Synchronized Session Work Load	26
Credit Hours	3

2- Pre-Requisites:

Course	ID
BMC	CDL11

3- Course General Objectives:

This course was designed to meet the basic needs of students about the computer and its uses. It included a wide range of basic information, computer working principles, hardware and software components and computer networks. Some of the programs have been identified as Word, Power Point, during this course, the student will provide the basic knowledge, and skills required to invest and deal with the computer and with the necessary software needed by the student.

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4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Learn about the hardware
ILO2	Learn about the Software
ILO3	Definition of computer networks.
ILO4	Definition of the virtual world and virtual communities
ILO5	Learn about Windows7; learn the basic skills to use it.
ILO6	Learn the basics of using word processing program.
ILO7	Learn the basics of using Power Point presentations program

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

- RS: Recorded Sessions; SS: Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	Learn about the hardware : <ul style="list-style-type: none"> • Computer working principle • Data and information • Types of personal computers • Equipment 	2	2	assignments	Exercises
ILO2	Learn about the Software: <ul style="list-style-type: none"> • The program • Types of operating systems • Application software 	2	2	assignments	Exercises
ILO3	Definition of computer networks: <ul style="list-style-type: none"> • The importance of networks • Types of networks • Network architecture • The Internet and its applications • Intranet and Extranet 	2	2	assignments	Exercises

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ILO4	<p>Definition of the virtual world and virtual communities:</p> <ul style="list-style-type: none"> • The use of ICT in everyday life. • Study the impact of ICT on health and the environment. • Study the most important security issues when using ICT. • Study the most important legal issues when using ICT. 	4	4	assignments	Exercises
ILO5	<p>Learn about Windows7; learn the basic skills to use it:</p> <ul style="list-style-type: none"> • Introducing Windows7 features and operating requirements • Working with icons • Work with windows • Handle files and folders • Manage files and folders. • Search for files and folders • Compress files. • WordPad • Install the printer • Control computer settings • Desktop Options • Keyboard settings • Install and remove programs 	6	6	assignments	Exercises
ILO6	<p>Learn the basics of using word processing program.</p> <ul style="list-style-type: none"> •The program interface . • Create documents. 	6	6	assignments	Exercises

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	<ul style="list-style-type: none"> • Save documents. • Help • Dealing with documents • Format • Tables and Objects • Page layout • Spelling Grammer and print 				
ILO7	<p>Learn the basics of using Power Point presentations program:</p> <ul style="list-style-type: none"> • The program interface. • Create presentations. • Save presentations. • Dealing with slides. • Views. • Dealing with presentations. • Format presentations 	4	4	assignments	Exercises

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	Learn about the hardware		✓	✓	✓		✓
ILO2	Learn about the Software		✓	✓	✓		✓
ILO3	Definition of computer networks.		✓	✓	✓		✓

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ILO4	Definition of the virtual world and virtual communities		✓	✓	✓		✓
ILO5	Learn about Windows7; learn the basic skills to use it.		✓	✓	✓		✓
ILO6	Learn the basics of using word processing program.		✓	✓	✓		✓
ILO7	Learn the basics of using Power Point presentations program		✓	✓	✓		✓

7- Practice Tools:

Tool Name	Description
Window7	
Word 2013	
Power Point 2013	

8- Main References

The scientific content available on the LMS system