

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 Description: Computer Skills

1- Basic Information:

Course Name	Computer Skills
Course ID	GBS302
Contact Hours (Registered Sessions)	24
Contact Hours (Synchronized Sessions)	24
Mid Term Exam	-
Exam	75 min
Registered Sessions Work Load	24
Synchronized Session Work Load	18
Credit Hours	4
Course level	3

2- Pre-Requisites:

Course	ID
None	

3- Course General Objectives:

This course aims to teach students the basics of dealing with computers and its fundamentals. At first the student learns some informatics concepts: Hardware, software, networks and Internet.

Then we move to student to get a Windows 10 operating system skills: windows, icons, mouse, keyboard, file handling, computer settings, and printer. After that the student proceeds to learn to create documents using the Word 2016: text editing, formatting, tables, graphical objects and printing.

later the student learns to prepare presentations using Power Point 2016: slide settings, transition effects, animation effects.

Continues learning the concepts of Outlook 2016: dealing with E-mail, contacts, management of the e-mail application.

After all the student learns advanced concepts about the Excel 2016: 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	Define computer's hardware.
ILO2	Determine different types of computer's software.
ILO3	Remember the basics of networks and Internet.
ILO4	Remember the basics of windows 10, dealing with different types of files, change computer's settings through control panel, using the printers.
ILO5	Remember the basics of word 2016, text editing and formatting, insert tables and different graphical objects, use different ways for page layout and print it.
ILO6	Remember the basics of power point 2016, create presentation and applying transition and animation effects.
ILO7	Use outlook 2016 software.
ILO8	Remember the basics of excel 2016, using formulas and functions, create graphical charts, format and print worksheet.

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5- **Course Syllabus** (24 hours of total Recorded Session, 24 hours of total synchronized sessions)

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

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1 ILO2	Hardware <ul style="list-style-type: none"> • Computer types. • Computer parts. • Memory and storage device. • Input/output units. Software <ul style="list-style-type: none"> • Program code. • System software. • Application software. 	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Seminar about one of the computer's hardware and its use. Comparison between System software and application software
ILO3	Networks <ul style="list-style-type: none"> • Network types • Internet. • Internet connections. • Intranet and Extranet. 	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Seminar about networks types.
ILO4	Windows 10 Essentials <ul style="list-style-type: none"> • Working with icons. • Using windows • Computer settings. • Printer settings. 	2	2	<input checked="" type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Windows 10 praxis
ILO4	windows 10 Files and Folder <ul style="list-style-type: none"> • Files and folders management. • Sorting files and view mode. • Copy and move files and folders. • Delete and restore files and folders. • Search for files and folders. • Compressing files. 	2	2	<input checked="" type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Windows 10 praxis
ILO5	Word 2016 Essentials <ul style="list-style-type: none"> • Word 2016 user interface. • Dealing with document. • Dealing with paragraphs and formatting. • Insert symbols. 	2	2	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Word 2016 praxis Using Word 2016 for doing assignment

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	<ul style="list-style-type: none"> • Using lists. • Using styles. 				
ILO5	Word 2016 Tables and Graphical Objects <ul style="list-style-type: none"> • Working with tables and formatting. • Working with graphical objects and formatting. Word 2016 Page Layout <ul style="list-style-type: none"> • Page settings. • Headers and footers. • Spell checking and printing. 	2	2	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Word 2016 praxis Using Word 2016 for doing assignment
ILO6	PowerPoint 2016 Essentials <ul style="list-style-type: none"> • PowerPoint 2016 user interface. • Create and save new presentation. • Dealing with slides. • Slide show and formatting. • Transition and animation effects. 	2	2	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Power Point 2016 praxis Using Power Point 2016 for doing assignment
ILO7	Outlook 2016 Essentials <ul style="list-style-type: none"> • Outlook 2016 user interface. • Dealing with contact groups • Manage Outlook 2016. 	2	2	<input checked="" type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Outlook 2016 praxis
ILO8	Excel 2016 Essentials <ul style="list-style-type: none"> • Excel 2016 user interface • Dealing with workbook • Dealing with worksheets and formatting. • Dealing with cells and formatting. • Dealing and formatting columns and rows. • Sorting, filtering and filling. 	2	2	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Excel 2016 Praxis
ILO8	Excel 2016 Formulas and Functions <ul style="list-style-type: none"> • Define and using formulas. • Cell references. • Functions. 	2	2	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Excel 2016 Praxis
ILO8	Excel 2016 Graphical Charts <ul style="list-style-type: none"> • Graphical charts types. 	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments	Excel 2016 Praxis

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	<ul style="list-style-type: none"> • Create graphical chart. • Graphical chart operations. 			<input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	
ILO8	Excel 2016 Formatting and Page Layout <ul style="list-style-type: none"> • Conditional formatting. • Page layout. • Printing options. 	2	2	<input checked="" type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	Excel 2016 Praxis

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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	Define computer's hardware.	Define Computer and determine its parts.	X		X		X
ILO2	Determine different types of computer's software.	Define software and determine its types.	X		X		X
ILO3	Remember the basics of networks and Internet.	Define network and determine its types.	X		X		X
ILO4	Remember the basics of windows 10, dealing with different types of files, change computer's settings through control panel, using the printers.	Windows 10 Praxis	X	X	X		
ILO5	Remember the basics of word 2016, text editing and formatting, insert tables and different objects, use different ways for page layout and print it.	Word 2016 Praxis	X	X	X		
ILO6	Remember the basics of power point 2016, create presentation and applying transition and animation effects.	Power Point 2016 Praxis	X	X	X		
ILO7	Use outlook 2016 software.	Outlook 2016 Praxis	X	X	X		
ILO8	Remember the basics of excel 2016, using formulas and functions, create graphical charts, format and print worksheet.	Excel 2016 Praxis	X	X	X		

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7-Practice Tools:

Tool Name	Description
Windows 10	Operating System
Word 2016	Word processing software
PowerPoint 2016	Presentation software
Outlook 2016	E-mail software
Excel 2016	Spreadsheet software

8-Main References

1. Joyce J. Nielsen. (2016). Microsoft Official Academic Course MICROSOFT EXCEL 2016. John Wiley & Sons.
2. Mary Lemons. (2016). Microsoft Official Academic Course MICROSOFT POWERPOINT 2016. John Wiley & Sons.
3. Craig Zacker. (2016). Microsoft Official Academic Course MICROSOFT WORD 2016. John Wiley & Sons.
4. Joan Lambert. (2016). Microsoft Outlook 2016 Step by Step. Microsoft Press.
5. Andrew Bettany and Andrew Warren. (2016). Installing and Configuring Windows 10. Microsoft Press.
6. Barry Pruett. Networking Fundamentals. (2017). John Wiley & Sons.
7. TIMOTHY O'LEARY, LINDA O'LEARY, DANIEL O'LEARY. Computing Essentials. (2019) (27th Edition). McGraw-Hill.
8. Lancaster, J. Taggart, B, M. Penfold. D. Stott. Sybex. BCS. ECDL/ICDL 4.0 Study Guide 1st Edition. 2005.

9-Additional References

1. Paul McFedries. Excel 2016 Formulas and Functions. (2016). Pearson Education.
2. Joan E. Lambert. MOS 2016 Study Guide for Microsoft Outlook. (2016). Pearson Education.
3. Curtis Frye and Joan Lambert. Microsoft Office 2016 Step by Step. (2015). Microsoft Press.
4. Irv Englander. THE ARCHITECTURE OF COMPUTER HARDWARE, SYSTEM SOFTWARE, AND NETWORKING. (2009). John Wiley & Sons.