Al-Al Bayt University
Prince Hussein bin Abdullah Faculty of Information Technology
Computer Science

Course Syllabus

Course Title	Computer skills	**Course Code**	901099
Coordinator	Dr. Mazen Alzyoud	**Prerequisite(s)**	-------------
E-mail	Alzyoud_mazen@aabu.edu.jo	**Credit Hours**	3
Course Is	√ Required	☐ Elective	

Course Description:

This course aims to provide the students with advanced skills to operate and make use of a personal computer in different environments such as in academia, in business, and at home. The course introduces the students to the main concepts and terminologies of information technology, and equipped them with the knowledge to administer one of widely-used operating systems. The course also aims to provide the students with the practical skills to utilize an office productivity package for different purposes. The course will prepare the students to new learning methodologies, namely distance learning and e-learning. The delivery of the course contents will be based on a hands-on approach.

Course Learning Outcomes (CLO):

Upon finishing this course, the student should:

- Understand all the basic concepts of information technology and its related terminologies.
- Have the advanced skills developed for the use of office productivity packages.
- The ability to search through the Internet effectively.
- The ability to fully utilize an e-mail service.
- Knowledge of e-learning and distance education systems and how they work and their benefits.

Tentative Topics Covered	
Week No	**Topic**
1 +2 +3	Introduction to Info. Technology
4 +5 +6 +7	MS – windows (windows 7)
8	Midterm exam
9 +10 +11 +12	Word Processing (word)
13 +14	Presentations (power point)
15	Internet and E-Mails
16	Final exam

Textbook(s)			
Title	Computer and Software Packages		
Author(s)	Mohammed Bilal Alzogbi et. al., 8th Edition.	**Publisher**	
Edition		**Year**	2012

Evaluation	
Assessment Tool	**Marks**
Midterm Exam	35
- Assignments (Reports, Quiz, Seminar, Tutorial, etc.)	15
- Final Examination	50