



COURSE PLAN

FIRST: BASIC INFORMATION

College

College : Prince Abdullah bin Ghazi Faculty of Communication & Information Technology
Department : Computer Science

Course

Course Title : Computer Skills 1
Course Code : 35005101
Credit Hours : 3 (2 Theoretical & 1 Practical)
Prerequisite : None

Instructor

Name :Mrs. Islah Khlaif Gharaibeh
Office No. : 2th floor, Balqa Electronic Academy – Room no. 209
Tel (Ext) : -
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Office Hours : -

Class Times

Building	Day	Start Time	End Time	Room No.
-	Sun & Tue	16:00	17:00	Online
-	Mon & Wed	18:00	19:00	Online
-	Mon & Wed	19:00	20:00	Online
-	Mon & Wed	14:00	17:00	Online

Text Book

Material provided by Cisco Networking Academy, <https://459113045.netacad.com/courses/598727>

SECOND: PROFESSIONAL INFORMATION

COURSE DESCRIPTION

Topics covered in this course include introduction to computer (basic components and usage of computer types), windows configuration and environment, networking concepts, mobile devices and security, in addition to the lab material contains: some office 2010 application software (Word, Excel and PowerPoint), networking concepts, Laptops and mobile devices, computers and networks security.

COURSE OBJECTIVES

The objectives of this course are:

1. Apply the up to date Information and communications technology (ICT) in a specific area.
2. Describe basic computer equipment and have a basic knowledge of computer software, windows 7 & 8 configuration.
3. To implement different solutions using Microsoft Office 2010 package (Word, Excel, PowerPoint).



4. Demonstrate networks skills with a basic knowledge a basic knowledge about networking concepts and types.
5. To have a basic knowledge about laptops and some other mobile devices.
6. To successfully protect computers by knowing the attacks those threaten the security of them.

COURSE LEARNING OUTCOMES

Upon the completion of this course students will be able to:

1) Knowledge and Understanding

- Define the various hardware and software components of computer.
- Distinguish between different facilities provided by windows7, vista and 8.
- Make use of office 2010 applications (Word, Excel and PowerPoint).
- Design different files using office 2010 applications.
- Distinguish between different mobile devices used in daily life.
- Develop good knowledge in internet, networking and security.

2) Professional Skills

Develop professional files using office 2010 applications.

3) Competences (Transferable skill and attributes)

- Develop the capacity of computer skills
- Work as part of a team.
- Be able to demonstrate internet skills.
- Transfer practical skills.

COURSE SYLLABUS

Week	Course Topic	Notes
Week 1	Chapter 1: Introduction to the Personal Computer System: Introduction to PC, Cases and Power Supplies, Internal PC Components: Motherboards.	
Week 2	CPU Architectures, Enhancing CPU Operation, Cooling Systems, ROM, RAM, Storage Devices, Video Ports and Cables.	
Week 3	Other Ports and Cables, Input Devices, Output Devices, Monitor Characteristics.	
Week 4	Chapter 6: Windows Configuration and Management: Windows Desktop, Desktop Properties, Start Menu, Task Manager, Computer and Windows Explorer,	
Week 5	Windows Libraries, Install and Uninstall Applications, Control Panel Utilities: Introduction to Control Panel Utilities, User Accounts.	
Week 6	Internet Options, Display Settings, Folder Options, Power Options, Region, Programs and Features.	
Week 7	Conduct CISCO Exams for chapters 1 and 6 for the students enrolled in the course.	
Week 8	Midterm exam	



Week 9	Chapter 7: Networking Concepts: Network Definition, Host Devices, Intermediary Devices, Network Media, Activity, Types of Networks: LANs.	
Week 10	Types of Networks: WLANs, PANs, MANs and WANs, Activity – Matching Network Types, Basic Networking Concepts and Technologies: Network Addressing, IP Addresses.	
Week 11	Chapter 9: Laptops and Mobile Devices: External Features Unique to Laptops, Common Input Devices and LEDs in Laptops, Laptop Displays: LCD, LED, and OLED Displays, Webcam and Microphone.	
Week 12	Wireless Configuration: Bluetooth, Wi-Fi, Mobile Device Hardware: Mobile Device Parts, Touch screens, Accessories, Other Mobile Devices: Wearable Devices.	
Week 13	Chapter 12: Security: Security Threats: Types of Security Threats, Malware, Phishing, Spam, Social Engineering.	
Week 14	Security Procedures: Windows Local Security Policy : What is a Security Policy?, Usernames and Password, Protection Against Malicious Software: Malicious Software Protection Programs	
Week 15	Conduct CISCO Exams for chapters 7, 9 and 12 for the students enrolled in the course.	
Week 16	Final exam	

COURSE LEARNING RESOURCES

This module will be taught using available resources including: lectures, data show and materials uploaded to the e-learning system.

ONLINE RESOURCES

- <http://www.elearning.bea.edu.jo>
- <https://459113045.netacad.com/courses/598727>

ASSESSMENT TOOLS

ASSESSMENT TOOLS	%
Mid Exam	30
Final Exam	50
Participation (Lab)	20
TOTAL MARKS	100



THIRD: COURSE RULES

ATTENDANCE RULES

Attendance and participation are extremely important, and the usual University rules will apply. Attendance will be recorded for each class. Absence of 10% will result in a first written warning. Absence of 15% of the course will result in a second warning. Absence of 20% or more will result in forfeiting the course and the student will not be permitted to attend the final examination. Should a student encounter any special circumstances (i.e. medical or personal), he/she is encouraged to discuss this with the instructor and written proof will be required to delete any absences from his/her attendance records.

GRADING SYSTEM:

Example:

Points	Grade
4	A
3.75	A-
3.5	B+
3	B
2.75	B-
2.5	C+
2	C
1.75	C-
1.5	D+
1	D
0.75	D-
0.5	F

REMARKS

Attendance is required for this class. Participation of in-class discussions and activities is also required. All submitted assignments and projects must be done by the student(s). It is a violation of the university regulations to submit other's work and the instructor of this course takes the violations very seriously.

COURSE COORDINATOR

Course Coordinator: **Islah Gharaibeh**

Department Head: **Dr. Omar AlZoubi**

Signature:

Signature:

Date: **22/2/2021**

Date: