The Hashemite University
Faculty of Science
Course Syllabus

Department of Basic sciences

Course Title: Computer Skills
Pre-requisite: (110108099**or** 1011100)
Designation: Compulsory
Instructor's E-mail: hutaf@hu.edu.jo
Office Hours: Science Faculty- Office 123 11-12(Sunday, Tuesday)

Course Number: 110108116
Credit Hours: 3
Instructor: Hutaf Natoureah

Course Description (Catalog): This introductory course is designed to provide the students with solid information in the area of information technology. The course develops critical thinking. Moreover, it aims to teach students how to use common software for organizing, searching and computing using different programs that help them to accomplish their tasks related to different majors. Students will have the opportunity to practice applications in the lab. This course has 3 parts (MS Excel, MS Access and Front Page)

Text Book: Computer skills, Mohammed Alzoubi, First edition 2014.

Major Topics Covered:

Topics	No.of Weeks	Contact Hours*
Main components in Excel.	1	3
Formatting of Excel	4	12
Formulas in Excel.	1	3
Functions in Excel.	3	9
Database Basics.	1	3
Access (Tables and forms).	2	6
Access (Queries and reports).	2	6
Front page.	1	3
Total	**15**	**45**

*Contact Hours include lectures and exams.

❖ **Specific Outcomes of Instruction (Course Learning Outcomes):**

After completing this course, students will be able to:

	Course Learning Outcomes (CLO)	(SO*)
CLO1.	Deal with Microsoft applications (Excel, Access).	(a), (k)
CLO2.	Use functions and formulas of excel to carry out calculations.	(a), (k)
CLO3.	Create a database with major objects using MS access.	(a), (k), (c)

	Course Learning Outcomes (CLO)	(SO*)
CLO4.	Solve real world problems using Microsoft applications.	(a), (e)
CLO5.	Differentiate between internet and WWW.	(a),(e)
CLO6.	Illustrate the main concepts of internet and WWW.	(a)

*(SO) = Student Outcomes Addressed by the Course.

❖ **Student Outcomes (SO) Addressed by the Course:**

#	Outcomes Description	Contribution
	Applied and Natural Sciences Student Outcomes	
(a)	an ability to apply knowledge of mathematics, science, and applied sciences	H
(b)	an ability to design and conduct experiments, as well as to analyze and interpret data	
(c)	an ability to formulate or design a system, process or program to meet desired needs	M
(d)	an ability to function on multidisciplinary teams	
(e)	an ability to identify and solve applied sciences problems	H
(f)	an understanding of professional and ethical responsibility	
(g)	an ability to communicate effectively	
(h)	the broad education necessary to understand the impact of solutions in a globaland societal context	
(i)	a recognition of the need for, and an ability to engage in life-long learning	
(j)	a knowledge of contemporary issues	
(k)	an ability to use the techniques, skills, and modern scientific and technical tools necessary for professional practice.	H
H=High, **M**= Medium, **L**=Low		

Grading Plan:

First Exam:	25 points	To be announced later
Second Exam:	25 points	To be announced later
Assignments & Quizzes:	10 points	To be announced later
Final Exam:	40 points	To be announced later

General Notes:(Attendance Policy) students are expected to attend every class and arrive on time in compliance with HU regulations. In case you find yourself in a situation that prevents you from attending class or exam, you have to inform your instructor. If you miss more than 6 classes for the (Sunday, Tuesday, and Thursday model) or 4 classes for the (Monday and Wednesday Model), you cannot pass the course. Makeup excuses will be accepted only for very limited justified cases, such as illness and emergencies. Changing your section without informing your instructors is not accepted at all.