



Course description:

This course has a practical nature in introducing software packages needed by students for their future courses. Topics include: advanced office package (MS Word, spread sheets, electronic presentation tools), Internet Network, e-mail (MS Outlook), information searching, Web publishing, HTML, Word Press.

Aims of the course:

1. Teach the students practical tools that bridges the students with Computers and Internet applications in a simple way
2. Teach the students how to use advanced features and services of Microsoft office word and excel
3. Give the student an introduction about cloud storage
4. Introduce the creation of sophisticated, interactive and functional websites using WordPress

Intended Learning Outcomes: (ILOs)

A. Knowledge and Understanding

A1. Concepts and Theories:

Provide the students with the basic and advanced uses of computer and Internet applications such as Microsoft word and excel and word press

Provide the students with required skills of understanding and knowledge of how to use computer and Internet applications features and services

A2. Contemporary Trends, Problems and Research:

A3. Professional Responsibility:

Teaching the students the problems they will face and how to skip these problems to prepare them to be responsible in using such applications

B. Subject-specific skills

B1. Problem solving skills:

Learn how to use different techniques and features of computer and internet applications to be prepared for any problems they might face

B2. Modeling and Design:

Learn how to build up and design websites using the appropriate tools

B3. Application of Methods and Tools:

Learn how, when and where to use the appropriate tools, methods and techniques

C. Critical-Thinking Skills

C1. Analytic skills: Assess

Distinguish between different tools uses in a specific application

C2. Strategic Thinking:



Understand the available techniques and methods for organizing document and websites

C3.Creative thinking and innovation:

Understand different styles and techniques for building up documents and websites

D. General and Transferable Skills (other skills relevant to employability and personal development)

D1. Communication:

Communicate with the students in the proper way to deliver the required skills and providing them with knowledge about applications features, techniques and tools.

D2.Teamwork and Leadership:

Divide class student into a number of groups to teach them how to work in a teamwork and providing them with assignments and home works to discuss the uses of different techniques and methods of applications.

Course structures:

Week	Credit Hours	ILOs	Topics	Teaching Procedure	Assessment methods
1-4	3	A1, A3, B1, B2, B3, C1, C2 and C3	Microsoft word basic and advanced features	Theoretical and practical methods	Testing students level of understanding and areas of weaknesses by different methods such as: class participation, quizzes, class homework, exams and activity file
5	1	D1 and D2	First exam and Assignment	Practical	

5-9	3	A1, A3, B1, B2, B3, C1, C2 and C3	Microsoft Excel features and formulas	Theoretical and practical methods	Testing students level of understanding and areas of weaknesses by different methods such as: class participation, quizzes, class homework, exams and activity file
10-11	3	A1, A3, B1, B2, B3, C1, C2 and C3	Introduction to cloud storage	Theoretical and practical methods	Testing students level of understanding and areas of weaknesses by different methods such as: class participation, quizzes, class homework, exams and activity file
11	1	D1 and D3	Second exam and assignment	Practical	
11-12	3	A1, A3, B1, B2, B3, C1, C2 and C3	Introduction to the internet	Theoretical and practical methods	Testing students level of understanding and areas of weaknesses by different methods such as: class participation, quizzes, class homework, exams and activity file
12-14	3	A1, A3, B1, B2, B3, C1, C2 and C3	Wordpress introduction and use of its features and tools	Theoretical and practical methods	Testing students level of understanding and areas of weaknesses by different methods such as: class participation, quizzes, class homework, exams and activity file

15	3	A1, A3, B1, B2, B3, C1, C2 and C3	Course review	Theoretical and practical methods	Testing students level of understanding and areas of weaknesses by different methods such as: class participation, quizzes, class homework, exams and activity file
15	2	D1 and D3	Final Exam	Theoretical and practical methods	

References:

A. Main Textbook:

Web Design with HTML, CSS, JavaScript and jQuery Se, 2014, 1st Edition

by Jon Duckett

Assessment Methods:

Methods	Grade	Date
Activity file including assignments, quizzes, reports, etc.	10%	
1 st exam	20%	
2 nd exam	20%	
Final exam	50%	