



Jordan University of Science and Technology
Faculty of Computer & Information Technology
Computer Information Systems Department

CIS100 Computer Skills
Summer Semester 2019-2020

Course Catalog
<p>3 Credit Hours. This course is an introductory course to computer skills that gives all students the abilities and activities to know Computer components, computer functions and benefits, computer viruses and measure of protection. Introduction to operating systems, PCs operating systems (DOS and Windows). Application software including word processing, spreadsheets and presentation applications. Internet, email.</p>

Text Book	
Title	ONLINE COURSE
Author(s)	NA
Edition	1st Edition
Short Name	Textbook
Other Information	

Course References

Short name	Book name	Author(s)	Edition	Other Information
Reference	http://www.pearsonhighered.com/educator/product/ExploringMicrosoftOffice-2013-Plus/9780133412161.page	NA	1st Edition	
Reference	http://office.microsoft.com/en-001/word-help/basic-tasks-in-word2010HA101830016.aspx	NA	1st Edition	
Reference	http://www.tutorialspoint.com/word_2010/word_getting_started.htm	NA	1st Edition	
Reference	http://www.microsoft.com	NA	1st Edition	
Reference	http://en.wikipedia.org/wiki/Computer	NA	1st Edition	
Reference	http://en.wikipedia.org/wiki/User:Matrix_computers_karimnagar	NA	1st Edition	

Reference	http://www.acobas.net/teaching/survival/handouts/pcwebopedia.pdf 8. Computer Skills for Dummies	NA	1st Edition	
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Instructor	
Name	Mr. Eyad Alshareef
Office Location	PH4 L-1
Office Hours	Sun : 13:00 - 14:30 Mon : 13:30 - 14:30 Tue : 13:00 - 14:30 Thu : 13:00 - 15:00
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Class Schedule & Room
Section 1: Lecture Time: Sun, Mon, Tue, Wed : - Room: منصة الكترونية

Tentative List of Topics Covered		
Weeks	Topic	References
Weeks 1, 2	Introduction to computer	CH1 From Textbook
Weeks 3, 4	Operating Systems (Windows 7)	CH2 From Textbook
Weeks 5, 6, 7	Word Processing (MS Word 2013)	CH3 From Textbook
Weeks 8, 9, 10	Spreadsheet (MS-Excel)	CH4 From Textbook
Weeks 11, 12, 13	Computer Graphics (MS-PowerPoint)	CH5 From Textbook
Weeks 11, 12, 13	Computer Graphics (MS-PowerPoint)	CH5 From Textbook
Weeks 14, 15	Introduction to Internet	CH6 From Textbook

Mapping of Course Outcomes to Program Student Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
Students should be able to define key terms such as computer, hardware, software, data, information, knowledge [1SO1, 1SO2]	15%	
Students should be able to describe windows in general and windows 7 in specific (features and hardware requirements) and use Windows 7 capacities professionally [1SO1, 1SO2]	15%	
Students should be able to type papers and reports using MICROSOFT-Word 2013 [1SO1, 1SO2]	20%	
Students should be able to create charts and analyze data using MICROSOFT-Excel 2013 [1SO1, 1SO2]	20%	
Students should be able to create presentation using MICROSOFT-Power point 2013 [1SO1, 1SO2]	15%	
Students should be able to use and search through the internet, and email. [1SO1, 1SO2]	15%	

Relationship to Program Student Outcomes (Out of 100%)																
A	B	C	D	E	F	G	H	I	J	K	SO1	SO2	SO3	SO4	SO5	SO6
											50	50				

Evaluation	
Assessment Tool	Weight
1st Exam	25%
2nd Exam	25%
Final Exam	40%
Quiz	10%

Policy	
Course Objectives	- To understand basic computer components. - To be able to use windows. - To be able to type papers and reports using MS-Word - To be able to create charts and analyze data using MS-Excel - To be able to create presentation using MS-Power point - To be able to use and search through the Internet.
Teaching & Learning Methods	To get the most out of this course, you should attend every class meeting. Much of the understanding of the material contained in the text will be presented in the lecture and any difficulties you have solving the assigned problems will be addressed in the lecture. Therefore, you should make every effort to attend all class meetings. The chapters that will be covered and the end-of-chapter questions and problems for which you are responsible each week are provided in the course outline attached to the end of this syllabus. It is expected that you have read the material and have at least attempted to work all of the questions and problems assigned prior to coming to the next class period. Conscientious attention to these assignments is necessary for satisfactory performance in this course. To encourage adequate preparation for class and to enhance your understanding, some of the assignments will be collected in the class section. In addition, quizzes will be given in the class section when required

Policy	<p>Attendance: Attendance is very important for the course. In accordance with university policy, students missing more than 10% of total classes are subject to dismissal. Penalties may be assessed without regard to the student's performance. Attendance will be recorded at the beginning or end of each class. Case Studies: Students are expected to keep up with the material as it is presented and submit assignments on time. Homeworks / Quizzes: - Homeworks must be submitted on time. - Submit a hard copy of your homework with your name, Section#, Sequence #, SID, and Homework # on it. E-mail submission is not permitted. - All homework assignments are to be done individually. Students submitting similar work will both receive ?Zero? and face possible disciplinary actions - You will be informed about Quizzes during lectures. Exams: All exams will be CLOSE-BOOK. The date of exams will be announced ahead of time. Makeup Exams: - Makeup exam should not be given unless there is a valid excuse. - Arrangements to take an exam at a time different than the one scheduled MUST be made prior to the scheduled exam time. Drop Date: - The last day to drop or withdraw from this course without academic penalty is before week 12 of the current semester. Cheating: Neither plagiarism nor cheating will be tolerated! It is expected that all the work you hand in is your own. Workload: Average work-load student should expect to spend is 6 hours/week. Graded Exams: Exam papers will be returned to students a week after the exam. Participation: - If you are having difficulty grasping the material in this course, do not wait until just before an exam to ask for help; by then it is too late. Questions are encouraged in this course; so ask as many as you want! . - Students are encouraged to participate in class discussions, which will positively affect your final grade. - You must be considerate to your fellow students. If you have a mobile phone, or any other electronic device that has an audio notification system (sound), turn off the device while in class. Also, please do not leave class in the middle of the lecture; it can be disruptive. Additional Information: - Try to understand rather than memorize the material in this course. If you memorize the material, it will be very difficult to work some of the problems and to grasp the usefulness of financial decision making. Keep in mind that understanding the financial concepts is more important than being able to work problems, that is, understanding what the result of a computation means is more important than the computation. For that reason, most of the questions on the exams will be concept questions that test your understanding of the material rather than problems that test your ability to complete the computations.</p>
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