



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

CIS700 Computer Applications - JNQF Level: 7

First Semester 2024-2025

Course Catalog

1 Credit Hours. This course aims to equip Master's students with advanced skills in essential software applications used across various disciplines. By the end of the course, students will be proficient in utilizing: Microsoft Excel: for advanced data analysis, manipulation, visualization, and automation using macros and formulas. Microsoft Word: for creating professional documents, including complex layouts, styles, references, and collaboration features. EndNote: for efficient reference management, citation formatting, and bibliography creation. Microsoft PowerPoint: for crafting compelling presentations with advanced multimedia elements, animation, and data visualization techniques. SPSS (Statistical Package for the Social Sciences): for in-depth statistical analysis, data exploration, hypothesis testing, and generating research reports. Additionally, the course will introduce students to the concepts and applications of cloud computing. Students will gain the ability to: Understand the benefits and limitations of cloud-based solutions. Utilize cloud storage platforms for data access, collaboration, and backup. Leverage cloud-based software applications for specific tasks. This comprehensive course will empower Master's students to become confident and proficient users of advanced computing tools, enhancing their research, data analysis, communication, and presentation skills.

Teaching Method: On Campus

Text Book

Title	Microsoft Excel 2019 Data Analysis and Business Modeling
Author(s)	Wayne L. Winston
Edition	6th Edition
Short Name	REF#1
Other Information	

Course References

Short name	Book name	Author(s)	Edition	Other Information
REF#1	Google Cloud Platform Fundamentals Specialization	oogle Cloud Platform Team	6th Edition	

Textbook	The Microsoft Office 365 Bible: Your Quick-Start Guide to Office 365 Master the 9 Pillars of Office 365?Excel, Word, PowerPoint, Outlook, OneNote, OneDrive, Teams, Access, and Publisher	Todd Finkle	5th Edition	
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Class Schedule & Room

Tentative List of Topics Covered

Weeks	Topic	References
Weeks 1, 2	Mastering Data Analysis with Advanced Excel	From REF#1
Weeks 3, 4	Crafting Professional Documents in Microsoft Word	From Textbook
Weeks 5, 6	Streamlining Research with EndNote	From REF#1 , From Textbook
Weeks 7, 8	Creating Compelling Presentations with Advanced PowerPoint	From Textbook
Weeks 13, 14	Statistical Analysis for Research: Leveraging EXCEL	From REF#1
Weeks 9, 10, 11	Demystifying Cloud Computing: Applications and Strategies	From Textbook
Week 12	Introduction to Computers and Their Components	From Textbook

Mapping of Course Outcomes to Program Outcomes and NQF Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
Apply advance user-level skills to an office suite of software including wordprocessing,spreadsheet, and presentation software. [1SO1] [1L7S1]	40%	
The student will understand how to use the MS Windows 10 and Google search engine, MS Cloud Storage, Forms and EndNote [1A, 1C] [1L7S1]	30%	
The student will understand basic computer components and how to buy new computer [1G, 1SO1] [1L7S1]	30%	

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
15		15				15					55					

Relationship to NQF Outcomes (Out of 100%)																
L7S1																
100																

Evaluation	
Assessment Tool	Weight

Projects	10%
Midterm Exam	30%
Quiz's	10%
Final Exam	50%

Policy	
Home works	<p>ome works are due at the beginning of class.</p> <p>Late homework will not be accepted.</p> <p>All work has to be done independently.</p> <p>Submit a hard copy and soft copy of your homework with your name, Section#, Sequence #, SID, and Homework # on it.</p> <p>E-mail submission is not allowed.</p> <p>All homework assignments are to be done individually.</p> <p>Students handing in similar work will both receive a 0 and face possible disciplinary actions</p>
Exams	<p>The format for the exams is generally (but NOT always) as follows: general definitions, Multiple-choice, design, short essay questions and writing codes.</p> <p>To make sure you pass the exams, you should do the assignments by yourself.</p> <p>Grades will not be given out via e-mail</p> <p>The exams might be online</p>
Makeup Exams	<p>Makeup exam should not be given unless there is a valid excuse.</p> <p>Arrangements to take an exam at a time different than the one scheduled MUST be made prior to the scheduled exam time.</p>
Drop Date	<p>Last day to drop the course is before the twelve (12th) week of the current semester.</p>
Participation	<p>I appreciate people asking questions during my lectures - it lets me know which concepts you are having difficulty with. Any question student asks is an important question regardless how he/she or others feels about it. Ask any question you think of directly or not directly pertinent to the lecture, I would be happy to entertain them during or/and at the end of the class.</p> <p>Ask me to repeat explaining things as many times as it takes to get it. When a student asks me to repeat the material just explained, the last thing I think off, if ever jumps to my mind, that the student is not smart enough to catch it. Most likely it is my mistake. It is either I was fast, slipped a point or I did not do it well. Whenever, a student asks me to repeat myself, I always learn new way to present the material.</p> <p>Sometimes I don't know the answer, but I'm happy to dig around and report back at the beginning of the next class.</p> <p>Ask and never think that you are wasting the class time or bothering me. I have the courage to tell you, in the best you that will not heart your feelings, to stop, delay, or to see me after the class.</p> <p>Making any kind of disruption and (side talks) in the class will affect you negatively.</p>