



Yarmouk University
College of Science
Department of Scientific Service Courses



SCI108: Computer Skills

Course code and number: SCI 108

Course name: Computer skills

Credit hours: 3 credit hours

Teaching language: Arabic.

Planned duration: 14 weeks

Brief Description of the Course:

The main objective of the course is to provide students with the necessary skills to use a personal computer in daily life. The course covers: basic principles of building databases using MS Access software, principles of using MS Excel spreadsheets and building and developing websites using MS Share Point Designer software.

Course Objectives:

This course aims to support the student's abilities in using a computer and to develop his/her ability to use several office programs in practical life. The material includes examples of using MS Access, MS Excel, and MS Share Point Designer software.

Course Learning Outcomes

At the end of this course, the student is expected to acquire the following skills:

- Dealing with cell references, creating and copying various mathematical equations, in addition to creating charts and graphs within MS Excel.
- Performing arithmetic operations and using various mathematical equations within MS Excel.
- Designing, building and managing databases using MS Access software.
- Designing and building websites and managing their components using MS Share Point Designer software.
- Conducting queries, and building reports and forms using MS Access software.

Teaching Style

- There are no traditional lectures. Rather, students learn by themselves in the university laboratories or at home and then take the exams. This method is suitable for students who have good skills in using computers and their applications.
- The course material is provided in the form of PowerPoint presentations, in addition, videos are used to provide the student with a full explanation of the course material as it is given in the classroom.
- Each presentation shall be accompanied by a worksheet and solutions to the worksheet in the form of a video prepared in advance by the course instructors so that the student can make sure of the correctness of his/her solution.

- Communications between students and the instructors take place through the e-learning system on the university's website.

Evaluation Methods

Students will be assessed as follow:

- Mid Exam: 25 marks.
- Quizzes: 25 marks
- Final Exam: 50 marks.

Educational Resources

- Computerized material: found on the course website on the e-learning system on the university's E-Learning website
- The approved book: Modern Computer Skills. Third edition (2011). Dr. Izzat Al-Smadi, Dr. Maryam Naseer, Mr. Qasim Halalsha, Mr. Farouk Al-Omari, Mr. Nawaf Al-Sreihin.
- Software used: MS Access, MS Excel, MS Share Point, MS Power Point (Microsoft Office system 2007).

Detailed course teaching plan

Topic 1: Creating websites using MS Share Point software



The week	Topics	Educational outcomes expected
First week	<p>Lesson 1</p> <ul style="list-style-type: none"> • Introduction to MS Share Point software: Create a new web site, create a new web page, open a web page <p>Lesson 2:</p> <ul style="list-style-type: none"> • Add text to the web page • Format text on the web page <p>Lesson 3:</p> <ul style="list-style-type: none"> • Inserting an image into a web page • Reviewing the web page via the internet browser. 	<p>The student is expected, at the end of this week to be able to:</p> <ol style="list-style-type: none"> 1. Create a website, add new pages to it, and open it when needed. 2. Format texts and images inside the web page, set its properties and store them
Second week	<p>Lesson 4:</p> <ul style="list-style-type: none"> • Inserting a table onto a webpage • Insert a column or row • Delete cells from the table • Merging and splitting of cells 	<p>The student is expected, at the end of this week to be able to:</p> <ol style="list-style-type: none"> 1. Insert a table and set its properties. 2. Coordinate the table and updating it in terms of dividing and merging cells and others

	Lesson 5 : <ul style="list-style-type: none"> • Hyperlinks 	<ol style="list-style-type: none"> 3. Add a hyperlink to texts or images 4. Create a hyperlink on a stored page, or on a new page, or on an e-mail, or link between two sites within the same page.
Third week	Lesson 6: <ul style="list-style-type: none"> • Web Page Features Lesson 7: <ul style="list-style-type: none"> • Adding Web Page Components • Counter, Interactive buttons, Animated text, Search forms and Date and time 	<p>The student is expected, at the end of this week to be able to:</p> <ol style="list-style-type: none"> 1. Change the color of the web page and the default writing color. 2. Change the colors of hyperlink states. 3. Inserting web page components and setting their properties.
Fourth week	Lesson 8: <ul style="list-style-type: none"> • Adding Forms, and its tools Lesson 9: • Adding a frame page 	<p>The student is expected, at the end of this week to be able to:</p> <ol style="list-style-type: none"> 1. Insert a form that contains all the components of input text boxes, multiple-choice boxes, drop-down menus, buttons, or others. 2. Inserting a frames page to the site. 3. Assign pages to frames 4. Delete and split frames 5. Inserting a form that contains all the components as text-entry boxes, multiple-choice, drop-down menus, buttons, or others. 6. Inserting a frame page into the site. 7. Assign pages to frames. 8. Deleting and splitting frames.

Topic Two: Dealing with electronic tables using MS Excel



The week	Topics	Educational outcomes expected
Fifth week	<p>Lesson 1: Introduction to MS Excel</p> <ul style="list-style-type: none"> • Learn about the interface and the main commands. • Create and copy equations • Create and copy mathematical equations • Create equations using the pointing method • Copying mathematical equations using the filling method <p>Lesson 2: Using absolute and relative references</p>	<p>The student is expected, at the end of this week to be able to:</p> <ol style="list-style-type: none"> 1. Access to Excel software and the ability to insert data into cells. 2. Identify addresses of different cells 3. Writing equations using the pointing method (using cell references) 4. Creating the series using the filling method.
Sixth week	<p>Lesson 3: Using Statistical functions</p> <p>Lesson 4: Using the time and date function</p>	<p>The student is expected, at the end of this week to be able to:</p> <ol style="list-style-type: none"> 1. The ability to use statistical functions and time and date functions
Seventh week	<p>Lesson 5: Using the IF Conditional Function</p>	<p>The student is expected, at the end of this week to be able to:</p> <ol style="list-style-type: none"> 2. The ability to form conditional sentences with one or two conditions and the ability to use other functions within the conditional function.
Eighth week	<p>Lesson 6:</p> <ul style="list-style-type: none"> • Using financial functions <p>Lesson 7:</p> <ul style="list-style-type: none"> • Types of charts • Worksheets and exercises. 	<p>The student is expected, at the end of this week to be able to:</p> <ol style="list-style-type: none"> 1. Dealing with the functions of financial equations. 2. Divide a loan into a group of payments based on specific data and using functions. 3. Presenting statistical data using graphs. 4. Transfer charts from one worksheet to another. 5. Change the type of graph. 6. Show explanations or clarifications on the charts.

Topic 3: Building Databases Using MS Access Software



The week	Topics	Educational outcomes expected
Ninth week	Lesson 1: <ul style="list-style-type: none"> • Building databases and creating tables • Introduction to MS Access software • Introduction to databases and database management systems. • An introduction to tables, methods of creating them, and types of data • The primary and compound keys. 	The student is expected, at the end of this week to be able to: <ol style="list-style-type: none"> 1. Create a database 2. Add a table 3. Define data types for fields 4. Define a primary and compound key 5. Entering records
Tenth week	Lesson 2: Field Properties	The student is expected, at the end of this week to be able to: <ol style="list-style-type: none"> 1. Define the field properties for the table
Eleventh week	Lesson 3: Import and Export Lesson 4: Queries, and create the queries manually Lesson 5: Conditional queries	The student is expected, at the end of this week, to be able to: <ol style="list-style-type: none"> 1. Import and export tables 2. Create a simple query 3. Create a query with one condition
Twelfth week	Lesson 6: Queries using search symbols	The student is expected, at the end of this week, to be able to: <ol style="list-style-type: none"> 1. Create a query with two conditions 2. Write conditions using different types of data
Thirteenth week	Lesson 7: Arithmetic operations in queries and queries with two conditions: <ul style="list-style-type: none"> • More about the queries • Worksheets about the queries Lesson 8: Forms and Reports <ul style="list-style-type: none"> • The forms using the wizard. • The reports using the wizard. 	The student is expected, at the end of this week, to be able to: <ol style="list-style-type: none"> 1. Solve all worksheets about queries. 2. Create a form. 3. Create a report with the ability of grouping and arranging data.