

## Course specification

(1202 Computer Packages)

**Faculty:** HICIT

**Programme(s) on which the course is given:** Under graduate program in Computer Science

**Major or minor element of programme:** Compulsory

**Department offering the programme:** Department of Computer Science

**Department offering the course:** Department of Computer Science

**Year / Class:** 1<sup>st</sup> Year – 1<sup>st</sup> semester

**Date of specification approval:** 22/2/2016

### A- Basic Information

**Title:** Computer Packages

**Code:** 1202

**Weekly Hours:**

**Lecture :** 2

**Exercise: -**

**Practical:** 5

**Total:** 7

### B- Professional Information

#### 1- Course Objectives:

After completing this course, the student should be able to:

**-Deal with MS Office applications such as MS word, MS excel and MS power point.**

**-Create simple web page using HTM language.**

#### 2- Program ILOs Covered by Course

Program Intended Learning Outcomes			
Knowledge and understanding	Intellectual Skills	Professional and practical skills	General and Transferable skills
a17	b1, b6, b14	c10, c15, c19	d5, d12

#### 3 - Intended learning outcomes of course (ILOs)

After completing this course, the student should be able to:

**a: Knowledge and Understanding**

a1. Discuss the different parts in MS office applications.

a2. Understand the applications of MS office in organizing and creating documents, presentations and information.

a3. Understand principles of creating website.

**b: Intellectual skills**

b1. Analyze and breakdown the tasks into understandable and manageable subtasks.

b2. Handle MS documents

**c: Professional and practical skills**

- c1-Create, Modify and handle Microsoft office document(Word, excel, power point)
- c2. Design a simple web page using HTML language.

**d: General and transferable skills**

- d1. Develop IT skills.
- d2. Work effectively in a team

**4- Contents**

Topic	Hours	Lec.	Exc/Lab
Microsoft Word	7	2	5
Microsoft Word	7	2	5
Microsoft Excel	7	2	5
Microsoft Excel	7	2	5
Microsoft Power Point	7	2	5
Microsoft Front Page	7	2	5
Microsoft Front Page	7	2	5
Microsoft Access	7	2	5
Microsoft Access	7	2	5
HTML5 Syntax ,HTML5 Attributes,HTML5 Events	7	2	5
HTML5 Web Forms 2.0,HTML5 SVG,HTML5 MathML HTML5 Web Storage	7	2	5
HTML5 Web Forms 2.0,HTML5 Web SQL,HTML5 Server-Sent Events,HTML5 WebSocket HTML5 Canvas,HTML5 Audio & Video	7	2	5
Course Project	7	2	5

**5- Teaching and learning methods**

- 4.1 Lectures
- 4.2 Tutorial Exercises
- 4.3 Practical Lab
- 4.2 Discussions.

**6 -Student assessment methods**

- 5.1 Midterm Exam: To assess the knowledge and understanding achieved by the student during the previous weeks.
- 5.2 Final Exam: To evaluate what the student gain at the end of the course, and to assess: the knowledge and understanding, general skills, and intellectual skills.
- 5.3 Course Project: To allow students work in team, and to evaluate knowledge, understanding, intellectual, and transferable skills.
- 5.4 Course Work & Quizzes: To keep the student always in the course, and to evaluate knowledge, understanding, intellectual, and transferable skills.
- 5.5 Practical Exam: to measure the ability of students to design and implement a software program.

## Assessment Schedule

Assessment	Week #
Mid Term Exam	8
Final Exam	16
Course Project	3-14
Course Work & Quizzes	2-14
Practical Exam	15

## Assessment Weight

Assessment	Weight %
Mid Term Exam	5%
Final Exam	70%
Course Project	10%
Course Work & Quizzes	5%
Practical Exam	10%
<b>Total</b>	<b>100</b>

Course Work & Quizzes: (Short Exams, Assignments, Researches, Reports, Presentations, Class/Project discussion)

## 7 -List of references

### 7.1 Text Books

-Office 2013 All-In-One For Dummies by Peter Weverka

### 7.2 Internet Location:

- [http://www.w3schools.com/html/html5\\_intro.asp](http://www.w3schools.com/html/html5_intro.asp)

## 8- Required Facilities

### 8.1 Tools/Software

- Microsoft Office

## 9- Course Matrices

### 9-1 Course Contents/ILOs Matrix

Topic	a1	a2	a3	b1	b2	c1	c2	d1	d2
Microsoft Word	√	√			√	√			
Microsoft Word	√	√			√	√			
Microsoft Excel	√	√			√	√			
Microsoft Excel	√	√			√	√			
Microsoft Power Point	√	√			√	√			
Microsoft Front Page			√	√			√		
Microsoft Front Page			√	√			√		
Microsoft Access			√	√			√		
Microsoft Access			√	√			√		
HTML5 Syntax ,HTML5 Attributes,HTML5 Events			√	√			√		
HTML5 Web Forms 2.0,HTML5 SVG,HTML5 MathML			√	√			√		

HTML5 Web Storage									
HTML5 Web Forms 2.0,HTML5 Web SQL,HTML5 Server-Sent Events,HTML5 WebSocket HTML5 Canvas,HTML5 Audio & Video			√	√			√		
Course Project								√	√

### 9-2 Learning Methods /ILOs Matrix

Learning Methods	a1	a2	a3	b1	b2	c1	c2	d1	d2
Lectures	√	√	√	√	√	√	√		
Tutorial Exercises				√	√	√	√		
Practical Lab				√	√	√	√		
Discussions.				√	√	√	√	√	√

### 9-3 Assessment Methods /ILOs Matrix

Assessment Methods	a1	a2	a3	b1	b2	c1	c2	d1	d2
Mid Term Exam	√	√	√	√	√	√	√		
Final Exam	√	√	√	√	√	√	√		
Course Project	√	√	√	√	√	√	√	√	√
Course Work &Quizzes	√	√	√	√	√	√	√	√	√
Practical Exam	√	√	√	√	√	√	√	√	√

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**Head of Department:** Dr. Farouk Shabaan ( )

**Date:** 22/2/2016