

Course specification

(1202 Computer Packages)

Faculty:	<i>HICIT- Higher Institute for Computers & Information Technology-El Shorouk Academy</i>
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 st Year – 2 nd semester
Date of specification approval	1/8/2022

A- Basic Information

Title: Computer Packages	Code: 1202		
Weekly Hours:			
Lecture : 2	Exercise: -	Practical :5	Total: 7

B- Professional Information

1- Course Aims:

- 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

<i>Program Intended Learning Outcomes</i>			
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)

a. Knowledge and Under-Standing:

- a1. Define the different parts in MS office applications.[A17]
- a2. Clarify the applications of MS office in organizing and creating documents, presentations and information.[A17]
- a3. Identify the principles of creating website. [A17]

b. Intellectual Skills:

- b1. Analyze and breakdown the tasks into understandable and manageable subtasks.[B1,B6]
- b2. Practice MS documents[B14]

c- Professional and practical skills

- C1. Implement Microsoft office document(Word, excel, power point)[C10,C15,C19]
- C2. Design a simple web page using HTML language.[C10]

d- General and transferable skills

- d1. Develop IT skills.[D5]
- d2. Work effectively in a team[D12]

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	4	1	3
Selected Topic	3	1	2

5- Teaching and learning methods

Teaching and learning methods	Used
Active Learning	
Lectures(blending learning – online learning using virtual classroom)	√
Tutorial Exercises (hybrid learning – online learning)	√
Practical Lab(blending learning– online learning)	
Exercises	
Discussions.	
Self – Learning strategy	
Reading material	√
Websites search	√
Research and reporting	√

Self-studies	
Experimental strategy	
Group work	
Presentation	√
Problem solving strategy	
Problem solving/problem solving learning based	√
Case study	√
Synchronous E-Learning	
Virtual lab	-
Virtual class	-
Chat Room	√
Video lectures	√
Asynchronous E-Learning	
E-Learning	√

6- Student assessment methods

Methods	Assessment	Used
Electronic Midterm Exam	To assess the knowledge and understanding achieved by the student during the previous weeks. (online on e-learning hub)	√
Pencil-to-Paper 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.	√
Course Project	To allow students work in team, and to evaluate knowledge, understanding, intellectual, and transferable skills. (online on e-learning hub , FTF)	-
Electronic Course Work & Quizzes	To keep the student always in the course, and to evaluate knowledge, understanding, intellectual, and transferable skills.(online on e-learning hub)	√
Practical Exam	to measure the ability of students to design and implement a software program(FTF).	√
Partipation	To assess the knowledge and understanding achieved by the student during the previous weeks.	√

Assessment Schedule

Assessment	Week #
Participation	3-14
Electronic Mid Term Exam	8
Final Exam	16
Electronic/ hard copy Course Work &Quizzes	2-14
Practical Exam	15

Assessment Weight

Assessment	Weight %
Participation	5%
Electronic Mid Term Exam	
Final Exam	70%
Electronic/ hard copy Course Work & Quizzes	5%
Practical Exam	10%
Total	100

- Course Work & Quizzes:
 - o Short Exams, Assignments, Researches, Reports, Presentations on e-learning hub
 - o Class/Project discussion in a virtual classroom

6 -List of references

Essential books (text books)	<ul style="list-style-type: none"> • McFedries, Paul, and Greg Harvey. <i>Excel All-in-one for Dummies</i>. John Wiley & Sons, 2021. • Lowe, Doug. <i>PowerPoint for Dummies</i>. John Wiley & Sons, 2021. • Bellu, Renato. <i>Microsoft Dynamics 365 for dummies</i>. John Wiley & Sons, 2018. • Weverka, Peter. <i>Office 2013 All-in-one for Dummies</i>. John Wiley & Sons, 2013.
Course notes	- Lectures notes
Recommended books	<ul style="list-style-type: none"> • Wulandari, Indah, Pargito Pargito, and Listumbinang Halengkara. "ONLINE LEARNING DURING THE PANDEMIC AT GEOGRAPHY TEACHERS AT SMAN 15 BANDAR LAMPUNG IN 2021." <i>Journal Learning Geography</i> 1.1 (2022): 27-34.
Periodicals, website	<p>- http://www.w3schools.com/html/html5_intro.asp Powerpoint presentations of all course materials All labs material [https://moodle.sha.edu.eg/course/view.php?id=2221]</p>

7- Required Facilities

To assess professional and practical skills given the following facilities:

- a. Tools & SW (Technologies facilities):
 - Microsoft Office
 - **Microsoft TEAMS** to create virtual classrooms for lectures, discussions for project
 - **portal(MOODLE)** to make electronic quizzes and electronic midterm exam
 - **portal(MOODLE)** to upload project deliverable and assignment
 - **academy portal(MOODLE)** to upload electronic material
- b. Teaching facilities:

	<i>Lecture</i>	<i>class</i>	<i>Lab</i>
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Whiteboard	used	-	used
Pc/laptop	used	-	used
Data show	used	-	used
Webinars	MS TEAMS	-	MS TEAMS
SocialMedia	Facebook Page for 3 rd year	-	Facebook Page for 3 rd year
ChatRoom	ChatTeams	-	ChatTeams
Videos	Stream-MOODLE	-	Stream-MOODLE
Website	MOODLE	-	MOODLE

8- Course Matrices

8.1- Course Content/ILO Matrix

Course Contents	Knowledge and understanding			Intellectual skills		Professional and practical skills		General	
	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									
Selected Topic	√	√	√	√	√				

8.2- Learning Method /ILOs Matrix

Learning Methods	Knowledge and understanding			Intellectual skills		Professional and practical skills		General	
	a1	a2	a3	b1	b2	c1	c2	d1	d2
Lectures	x	x	x	x	x	x	x		
Tutorial Exercises				x	x	x	x		
Reading material	x	x	x	x	x	x	x		
Websites search	x	x	x	x	x		x	x	x
Research and reporting	x	x	x					x	x
Problem solving/problem solving learning based									
Group work						x	x	x	x
Presentations									
Practical Lab				x	x	x	x		
Discussions.				x	x	x	x	x	x

8.3 Assessment Methods /ILOs Matrix

Assessment Methods	Knowledge and understanding			Intellectual skills			Professional and practical skills		General	
	a1	a2	a3	b1	b2	b3	c1	c2	d1	d2
Electronic Mid Term Exam	x	x	x	x	x	x	x	x		
Final Exam	x	x	x	x	x	x	x	x		
Electronic Course Work & Quizzes	x	x	x	x	x	x	x	x	x	x
Practical Exam	x	x	x	x	x	x	x	x	x	x

9. Course ILOs Vs Program ILOs

Program ILOS		K&U	Int.			P. &P.			General	
		A17	B1	B6	B14	C10	C15	C19	D5	D12
K&U	a1	√								
	a2	√								
	a3	√								
Int.	b1		√							
	b2			√						
	b3				√					
P. &P.	c1					√	√	√		
	c2					√				
General	d1								√	
	d2									√

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