Student Workload (SWL)			
الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	77	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	4
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	98	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	5
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	175		

Module Evaluation				
تقييم المادة الدراسية				
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
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Formative assessment	**Quizzes**	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	**Midterm Exam**	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المنهاج الاسبوعي النظري	
	Material Covered

Week 1	✓ Using the Computer and Managing Files • Operating System • File Management • Utilities • Print Management
Week 2	✓ Word Processing • Using the Application • Document Creation • Formatting
Week 3	✓ Word Processing • Objects • Mail Merge • Prepare Outputs
Week 4	✓ Word Processing • Referencing • Enhancing Productivity • Collaborative Editing
Week 5	✓ Spreadsheets • Using the Application • Cells • Managing Worksheets • Formulas and Functions
Week 6	✓ Spreadsheets • Formatting • Charts • Prepare Outputs • Analysis
Week 7	✓ Spreadsheets • Validating and Auditing • Enhancing Productivity • Collaborative Editing
Week 8	Mid-term Exam
Week 9	✓ Presentation • Using the Application • Developing a Presentation • Text • Charts and Diagrams
Week 10	✓ Presentation • Graphical Objects • Prepare Outputs • Presentation Planning • Slide Masters and Templates
Week 11	✓ Presentation • Multimedia • Enhancing Productivity • Managing Presentations

Week 12	✓ Online Essentials • Web Browsing Concepts • Web Browsing
Week 13	✓ Online Essentials • Web-Based Information • Communication Concepts • Using E-mail
Week 14	✓ Visio • Using the Application • Creating Technical Layouts
Week 15	✓ Visio • Exploring Advanced Diagrams • Diagramming and Data • Advanced Custom Shape Design

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	1. Operating System: • Familiarization with the chosen operating system • Navigating through the desktop, taskbar, and start menu 2. File Management: • Creating, renaming, copying, moving, and deleting files and folders • Sorting and organizing files based on different criteria 3. Utilities: • Exploring system utilities for maintenance tasks • Performing basic optimization tasks for computer performance 4. Print Management: • Setting up and configuring printers • Printing documents and adjusting print settings
Week 2	1. Using the Application: • Opening the word processing application • Exploring the user interface and menus 2. Document Creation: • Creating and saving a new document • Opening an existing document 3. Formatting: • Applying font styles, sizes, and colors • Adjusting paragraph alignment • Adding bullet points or numbering • Applying basic text formatting (bold, italic, underline)
Week 3	1. Objects: • Inserting and formatting images and shapes • Adjusting object size and position • Applying borders and shading 2. Mail Merge: • Creating a data source with recipient information • Designing a template with placeholders

	• Performing a mail merge to generate personalized documents
	• Previewing and editing merged documents
	3. Prepare Outputs:
	    • Formatting documents for printing
	    • Setting up headers, footers, and page numbers
	    • Adding tables of contents or indexes
	    • Creating PDF or electronic document formats

Week 4	1. Referencing:
	    • Adding citations and creating a bibliography
	    • Inserting footnotes or endnotes
	2. Enhancing Productivity:
	    • Using shortcuts and keyboard commands for faster editing
	    • Customizing the user interface and toolbar
	3. Collaborative Editing:
	    • Enabling track changes and reviewing document revisions
	    • Inserting comments and resolving conflicts

Week 5	1. Using the Application:
	    • Navigating the spreadsheet application
	    • Exploring different toolbars and options
	2. Cells:
	    • Entering and formatting data in cells
	    • Adjusting cell alignment and text wrapping
	3. Managing Worksheets:
	    • Creating, renaming, and deleting worksheets
	    • Moving and copying worksheets
	4. Formulas and Functions:
	    • Writing basic formulas for calculations
	    • Using common functions (e.g., sum, average, count)
	    • Referencing cells in formulas

Week 6	1. Formatting:
	    • Formatting cell content
	    • Applying conditional formatting
	2. Charts:
	    • Creating charts
	    • Customizing chart elements
	3. Prepare Outputs:
	    • Setting up print areas
	    • Saving and sharing spreadsheets
	4. Analysis:
	    • Using functions for data analysis
	    • Sorting and filtering data

Week 7	1. Validating and Auditing:
	    • Setting data validation rules
	    • Auditing formulas for errors
	2. Enhancing Productivity:
	    • Using shortcuts for efficient navigation
	    • Utilizing autofill and templates
	3. Collaborative Editing:
	    • Tracking changes by multiple users
	    • Inserting comments

Week8	Lab Exam

Week9	1. Using the Application:
	    • Navigating the presentation application
	    • Exploring different toolbars and options
	2. Developing a Presentation:

	• Creating slides and selecting layouts
	• Adding and arranging content (text, images, shapes)
	• Applying themes and customizing backgrounds
	3. Text:
	    • Formatting text (font, size, color)
	    • Aligning and spacing text on slides
	4. Charts:
	    • Inserting and formatting charts
	    • Adding labels and titles to charts

Week10	1. Graphical Objects:
	    • Inserting and manipulating graphical objects
	    • Applying effects and styles to graphics
	    • Arranging and aligning graphical objects on slides
	2. Prepare Outputs:
	    • Setting up slide layouts and design elements
	    • Configuring slide transitions and animations
	3. Presentation Planning:
	    • Outlining the structure and content of the presentation
	    • Determining key messages and visuals for each slide
	4. Slide Masters and Templates:
	    • Modifying slide masters for consistent design
	    • Creating and applying slide templates

Week11	1. Multimedia:
	    • Inserting and managing multimedia elements (videos, audio, animations)
	    • Configuring playback settings for multimedia
	    • Syncing multimedia with slide transitions
	2. Enhancing Productivity:
	    • Utilizing shortcuts and productivity features
	    • Using slide layouts and templates
	    • Applying design themes for visual appeal
	3. Managing Presentations:
	    • Organizing and managing slides
	    • Rearranging slide order
	    • Configuring slide show settings

Week12	1. Web Browsing Concepts:
	    • Understanding the basics of web browsing
	    • Exploring different web browsers and their features
	    • Learning about search engines and their functionalities
	2. Web Browsing:
	    • Opening a web browser and navigating to websites
	    • Using bookmarks and favourites to save and access web pages
	    • Exploring tabs and managing multiple web pages

Week13	1. Web-Based Information:
	    • Searching and accessing information from websites
	    • Evaluating online source reliability
	    • Bookmarking useful websites
	2. Communication Concepts:
	    • Understanding online communication forms
	    • Practicing netiquette and online etiquette
	    • Recognizing online communication risks
	3. Using E-mail:
	    • Composing and sending emails
	    • Managing email folders
	    • Attaching files and formatting emails

Week14	1. Using the Application: • Opening and navigating the Visio application

	• Exploring the user interface and toolbars
	• Familiarizing with various Visio features and options
	2. Creating Technical Layouts:
	    • Creating and arranging shapes on a drawing canvas
	    • Adding connectors and lines to create flowcharts or diagrams
	Applying formatting and styles to enhance the visual appearance

Week15	1. Exploring Advanced Diagrams:
	    • Creating complex diagrams with advanced shapes and connectors
	    • Using templates and stencils for specific diagram types
	    • Incorporating advanced features like layers and callouts
	2. Diagramming and Data:
	    • Importing and linking external data to create data-driven diagrams
	    • Customizing data visuals and applying data graphics
	    • Creating organizational charts or network diagrams with data connectivity
	3. Advanced Custom Shape Design:
	    • Creating and modifying custom shapes using shape creation tools
	    • Enhancing existing shapes to meet specific requirements
	    • Utilizing shape behaviours and metadata for enhanced functionality

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	**Microsoft Office 2013** Visual Quickstart Guide*by Steve Schwartz*	
Recommended Texts	Gary B. Shelly, Misty E. Vermaat (2010). Microsoft Office 2010: Brief. Cengage Learning. OR any ECDL, ICDL or IC3 books	
Websites	https://www.microsoft.com	

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	**A** - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group	**FX** – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded

(0 – 49)	**F** – Fail	راسب	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.