



Study plan No.	2020-2021		University Specialization		Management information systems	
Course No.	0506224		Course name		Computer Application in Business	
Credit Hours	3		Prerequisite Co-requisite			
Course type	<input type="checkbox"/> MANDATORY UNIVERSITY REQUIREMENT	<input type="checkbox"/> UNIVERSITY ELECTIVE REQUIREMENTS	<input type="checkbox"/> FACULTY MANDATORY REQUIREMENT	<input type="checkbox"/> Support course family requirements	<input type="checkbox"/> Mandatory requirements	<input type="checkbox"/> Elective requirements
Teaching style	<input type="checkbox"/> Full online learning		<input checked="" type="checkbox"/> Blended learning		<input type="checkbox"/> Traditional learning	
Teaching model	<input type="checkbox"/> 2Synchronous: 1asynchronous		<input checked="" type="checkbox"/> 2 face to face : 1synchronous		<input type="checkbox"/> 3 Traditional	

Faculty member and study divisions information (to be filled in each semester by the subject instructor)

Name	Academic rank	Office No.	Phone No.	E-mail	
Division number	Time	Place	Number of students	Teaching style	Approved model
				2:1	Blended

### Brief description

This course helps students develop introductory skills on using office applications using the Microsoft office suite. Live demonstrations and lab exercises are handed out to students as part of their practical learning of the basic Microsoft office package (Word, Power Point, Excel, Outlook and Access).

### Learning resources

Course book information (Title, author, date of issue, publisher ... etc.)	International Computer Driving License ICDL Manual, CIA Training Approved Course ware. ECDL Foundation.			
Supportive learning resources (Books, databases, periodicals, software, applications, others)	Other external manuals, exercises, assignments, and video demonstrations given by the instructor.			
Supporting websites				
The physical environment for teaching	<input type="checkbox"/> Class room	<input checked="" type="checkbox"/> labs	<input type="checkbox"/> Virtual educational platform	<input type="checkbox"/> Others
Necessary equipment and software	Microsoft office suite 2010			
Supporting people with special needs				
For technical support				



**Course learning outcomes (S= Skills, C= Competences K= Knowledge,)**

No.	Course learning outcomes	The associated program learning output code
<b>Knowledge</b>		
<b>K1</b>	Helping students gain advanced knowledge through an introductory practical course work of the most widely used Microsoft office applications (i.e. Word, Power Point, Outlook, Excel, and Access).	<b>MK1</b>
<b>K2</b>	Defining the concept of office automation and office automation systems.	<b>MK2</b>
<b>K3</b>	Introducing students to the computer applications and information technology that collect, store, and process data and information in a digital and electronic form.	<b>MK3</b>
<b>K4</b>	Providing students with a foundational base to the Microsoft Office applications used in the automated offices all around the globe.	<b>MK1</b>
<b>Skills</b>		
<b>S1</b>	The student will understand 3.1 Work spaces, Meeting spaces ,Support spaces. 3.2 Document creation and preparation 3.3 Information and document storage ,Information and document retrieval 3.4 Communication and Meetings Reading mail , Decision making	<b>MS1</b>
<b>S2</b>	The student will practice how to use Access, Excel, PowerPoint, Word, Open items of Outlook (mail, contacts, appointments)	<b>MS2</b>
<b>Competences</b>		
<b>C1</b>	The student will understand what office automation mean, where and when we need to apply, and the different system applications that achieved the goal of office automation.	<b>MC2</b>
<b>C2</b>	The student will understand What version of Office do you use, What edition, Have you tried alternatives, what WordPerfect, OpenOffice, What is the cost of Office And what is the Return On Investment in your application	<b>MC1</b>

**Mechanisms for direct evaluation of learning outcomes**

Type of assessment / learning style	Fully electronic learning	Blended learning	Traditional Learning (Theory Learning)	Traditional Learning (Practical Learning)
First exam		<b>30%</b>		
Second / midterm exam		<b>0</b>		
Participation / practical applications		<b>--</b>		
Asynchronous interactive activities		<b>30%</b>		
final exam		<b>40%</b>		



**Note:** Asynchronous interactive activities are activities, tasks, projects, assignments, research, studies, projects, work within student groups ... etc, which the student carries out on his own, through the virtual platform without a direct encounter with the subject teacher.

#### Schedule of simultaneous / face-to-face encounters and their topics

Week	Subject	learning style*	Reference **
1	Introduction to Office Automation And Microsoft Office Suite	lecture	External Manual
2	Basics in Microsoft Word1	lecture	1-148
3	Basics in Microsoft Word2	lecture	-----
4	Exercises on Microsoft Word	lecture	External Assignment
5	Basics in Microsoft Power 1 Point	lecture	1-108
6	Basics in Microsoft Power 2 Point	lecture	-----
7	Exercises on Microsoft Power Point	lecture	External Assignment
9	Basics in Microsoft Outlook	lecture	External Manual
10	Basics in Microsoft Excel1	lecture	1-144
	Basics in Microsoft Excel2	lecture	-----
	1Basics in Microsoft Access	lecture	1-140
	2Basics in Microsoft Access	lecture	1-140
16	<b>Final Exam</b>		

\* Learning styles: Lecture, flipped learning, learning through projects, learning through problem solving, participatory learning ... etc.

\*\* Reference: Pages in a book, database, recorded lecture, content on the e-learning platform, video, website ... etc.

#### Schedule of asynchronous interactive activities (in the case of e-learning and blended learning)

Week	Task / activity	Reference	Expected results
1	External Assignment	Exercises on Microsoft Power Point	
2	External Assignment	Exercises on Microsoft Outlook	
3	External Assignment	Exercises on Microsoft Excel	
4	External Assignment	Exercises on Microsoft Access	
5	revision		