

TEMPLATE FOR COURSE SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This academic program description provides a brief summary of the most important program characteristics and the learning outcomes expected of the student, proving whether he has made the most of the available opportunities, and is accompanied by a description of each course within the program.

Period	number of units	The number of working hours	The number of theoretical hours	code	Course Name
First	2	2	1	NTU103	Computer Principles 2
Mandatory		Course type	University		Requirement type
Arabic					Teaching language

Aims of the Course:

Teaching the student the skills of working on the calculator, its ready-made uses, and the principles of trading in the field of specialization.

Learning Outcomes, Teaching ,Learning and Assessment Methods

A- Knowledge and Understanding

A1. Providing the student with adequate information about the accounting systems used in the various sectors, and the components of these systems in commercial banks, cooperative societies, and insurance companies.

B. Subject-specific skills

B1. The student completes the accounting work in banks, cooperative societies and insurance companies .

Teaching and Learning Methods

Theoretical lectures / practical lectures / field visits / solving examples / seminars / summer training.

Assessment methods

Oral exams / written exams / weekly reports / daily attendance / quarterly and final exams.

C. Thinking Skills

C1. Performing his duties on the job site with professional motives .

Teaching and Learning Methods

Theoretical lectures / practical lectures / field visits / solving examples / seminars / summer training.

Assessment methods

Oral exams / written exams / weekly reports / daily attendance / quarterly and final exams.

Week	Hou rs	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
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1, 2	۳	Practical + theoretical	Features of the word processor / running the word / the basic elements of the word window / turning the language / defining the paragraph / merging and dividing the paragraph / highlighting (shading) the text.	Knowledge and practical application	Tests and reports
3	۳	Practical + theoretical	New / Open an inventory file / Close the document / Save a new document / Save an existing document / Preview before printing / Close the document / Finish the word	Knowledge and practical application	Tests and reports
۴	۳	Practical + theoretical	Clipboard: cut/copy/paste/copy format Font: change font/font size/make font bigger and smaller/clear formatting/change font color/text highlight color/subscript/superscript/c hange case/underline style/effects/spacing Paragraph Characters: Numbering / Bullets / Create Bulleted List to Existing Text / Remove Bullets / Indentation / Paragraph Spacing / Line Spacing / Text Direction / Alignment / Borders & Shading Styles: Normal / No Spacing / Heading 1 / Heading 2 / Heading Sub/Change Styles/Show Preview/Disable Linked Styles/Edit Options: Find/Go To/Replace/Select	Knowledge and practical application	Tests and reports
۵	۳	Practical + theoretical	Pages: blank page / cover page / page break Table: insert a table / draw a table / convert text to a table / excel spreadsheet / quick tables / table patterns / draw table borders Illustrations:	Knowledge and practical application	Tests and reports

			picture / clip art / prepared shapes / smart art drawing / .chart		
٦	٣	Practical + theoretical	Header and footer: header / footer / page number Text: text box / decorated text word art / signature line / date and time / object / .equation / symbol	Knowledge and practical application	Tests and reports
٧	٣	Practical + theoretical	Attributes: Attributes / colors / fonts / effects.	Knowledge and practical application	Tests and reports
8, 9	٣	Practical + theoretical	Attributes: Attributes / Colors / Fonts / Effects Page Setup: Margins / Page Size / Orientation Page background: watermark / page color / page borders Arrangement: position / bring to the front / send to the background / wrap text / align / group / rotate.	Knowledge and practical application	Tests and reports
10 , 11	٣	Practical + theoretical	Table of Contents / Add Text / Update Table Footnotes: Insert Footnote / Insert Endnote / Next Footnote / Show Notes Bibliography and Citation: Insert Citation / Source Management / Style Captions: Insert Caption Index: Insert Index / Mark Insert / Update	Knowledge and practical application	Tests and reports
12, 13	٣	Practical + theoretical	Set-up: Envelopes/Labels Proofreading: Spelling and Grammar / Research / Thesaurus / Translate / Translation ScreenTip / Set Language / Word Count Comments: New/Delete/Previous/Next comment Tracking: Track Changes / Balloons / Final Appearance	Knowledge and practical application	Tests and reports

			Marker / Show Markers / Review Pane Changes: accept / reject / previous / next Protect: Protect the document Document Views: Print Layout / Full Screen Reading / Web Layout / Outline / Draft Show and hide: ruler / gridlines / document map / thumbnail Zoom in and out: 100% / 1 page / 2 pages / page width Frame: New Frame / Arrange All / Split / Swap Frames Microsoft office word help		
14 , 15	۳	Practical + theoretical	Networks and their types / Network forms / Network protocols / Internet and its development / Internet and intranet / Firewalls / Some basic Internet concepts / Connecting to the Internet / Opening the Internet browser / Components of the Internet browsing window / Browser icons / Web addresses / Using the browser / Changing the start page / Toolbars / Close the browser and disconnect from the Internet / History / Store favorite pages / Search engines / How to search for information on the Internet / Copy text and images to any application / Download files from the Internet / Prepare for printing / Printing	Knowledge and practical application	Tests and reports

Required reading:

- CORE TEXTS
- COURSE MATERIALS
- OTHER

Available for free in the department and the
institute's library

Special requirements (include for
example workshops, periodicals,
IT software, websites)

Available for free in the department and the
institute's library

Community-based facilities
(include for example, guest
Lectures , internship , field
studies)

The internet