

# مهارات الحاسوب (استدراكي)

## 0331200

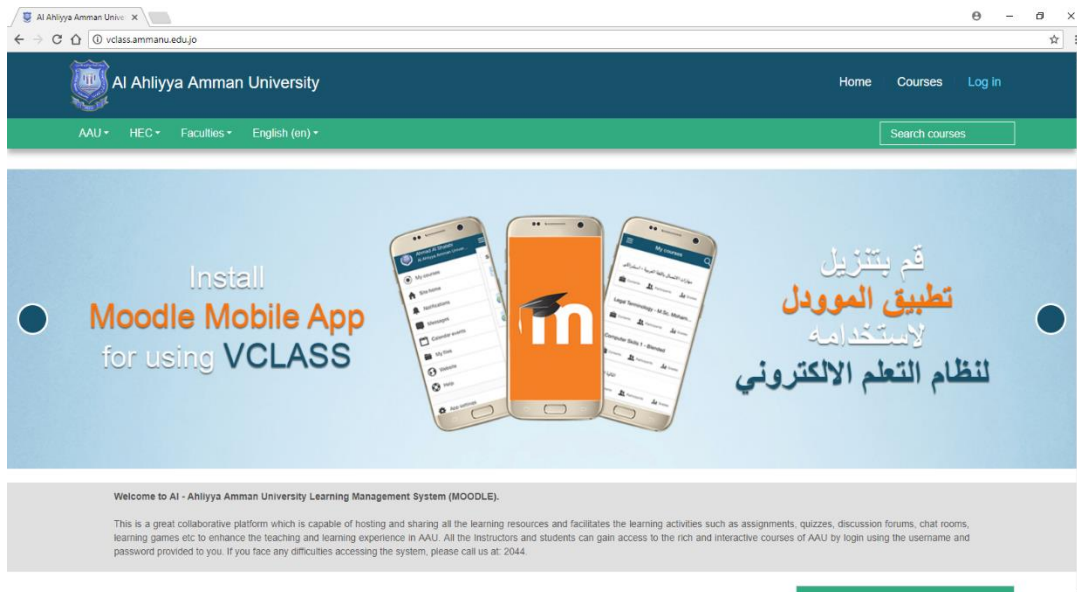
## دليل الطالب لدراسة المحتوى الالكتروني

### أولاً: التسجيل في المادة (للمرة الأولى فقط):

للدخول إلى المحتوى الالكتروني للمادة يجب عليك أولاً التسجيل في الصفحة المخصصة للمادة على موقع التعلم الالكتروني للجامعة. للتسجيل اتبع الخطوات التالية:

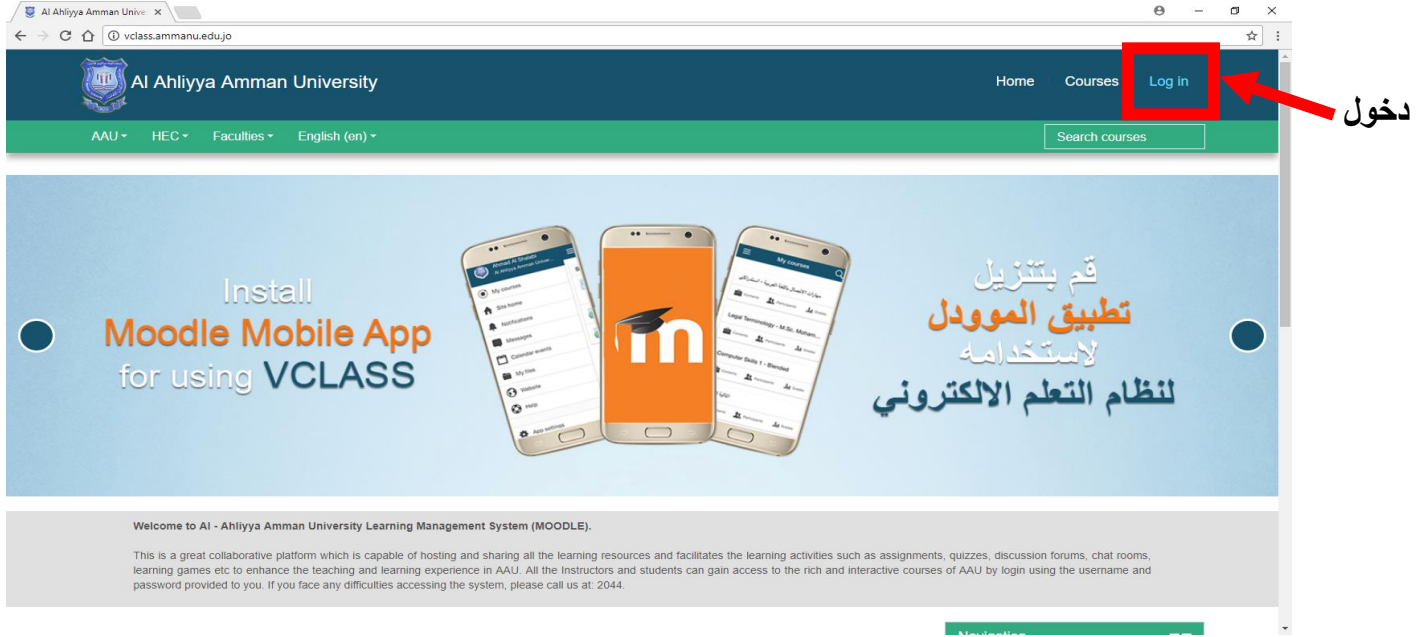
1. الدخول إلى صفحة التعلم الالكتروني (vclass):

<http://vclass.ammanu.edu.jo>

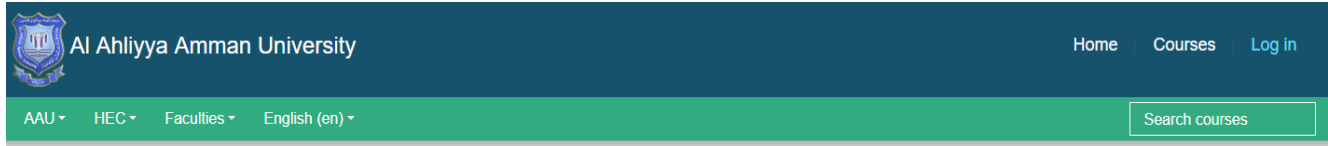


The screenshot shows the VCLASS website interface. At the top, there is a navigation bar with the university logo, name, and links for Home, Courses, and Log In. Below this is a search bar and a dropdown menu for language selection (English (en)). The main content area features a banner for the Moodle Mobile App, with text in Arabic: "قم بتنزيل تطبيق المودل لاستخدامه لنظام التعلم الالكتروني". The banner includes images of three smartphones displaying the app interface. Below the banner, there is a welcome message: "Welcome to Al - Ahliyya Amman University Learning Management System (MOODLE)." and a paragraph explaining the platform's capabilities and providing contact information.

## 2. تسجيل الدخول عن طريق الرقم الجامعي وكلمة السر الخاصة بالطلاب.



The screenshot shows the homepage of the AI Ahliyya Amman University Learning Management System (MOODLE). The navigation bar includes the university logo, the name "AI Ahliyya Amman University", and links for "Home", "Courses", and "Log in". The "Log in" link is highlighted with a red box and a red arrow pointing to it from the right, with the Arabic word "دخول" (Login) written next to the arrow. Below the navigation bar, there is a banner for the Moodle Mobile App with the text "Install Moodle Mobile App for using VCLASS" and "قم بتنزيل تطبيق المودل لاستخدامه لنظام التعلم الالكتروني". Below the banner, there is a welcome message: "Welcome to AI - Ahliyya Amman University Learning Management System (MOODLE). This is a great collaborative platform which is capable of hosting and sharing all the learning resources and facilitates the learning activities such as assignments, quizzes, discussion forums, chat rooms, learning games etc to enhance the teaching and learning experience in AAU. All the Instructors and students can gain access to the rich and interactive courses of AAU by login using the username and password provided to you. If you face any difficulties accessing the system, please call us at: 2044."



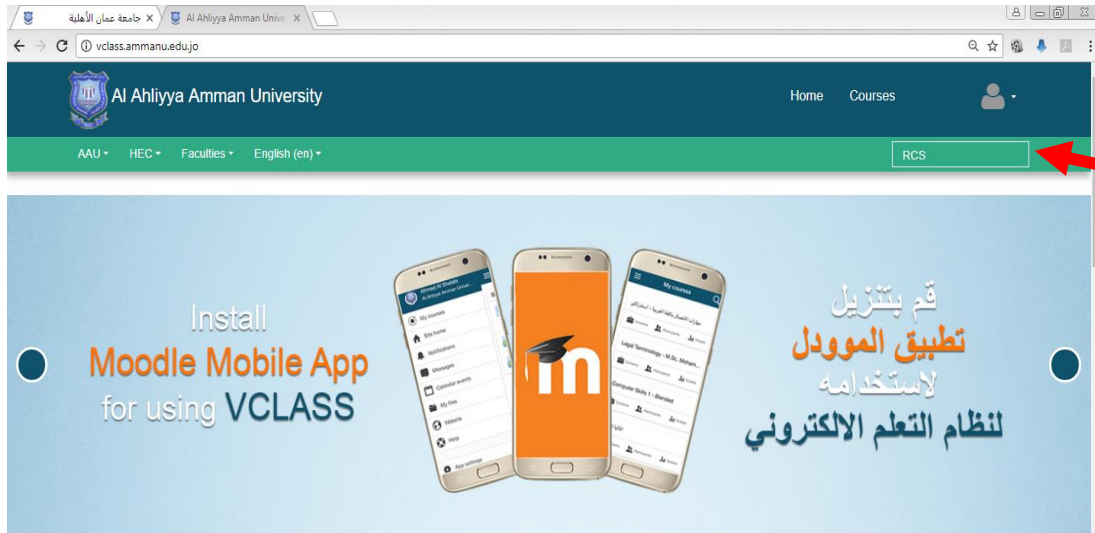
This is a close-up of the navigation bar from the previous screenshot. It shows the university logo, the name "AI Ahliyya Amman University", and links for "Home", "Courses", and "Log in". The "Log in" link is highlighted in red.

Login into your account

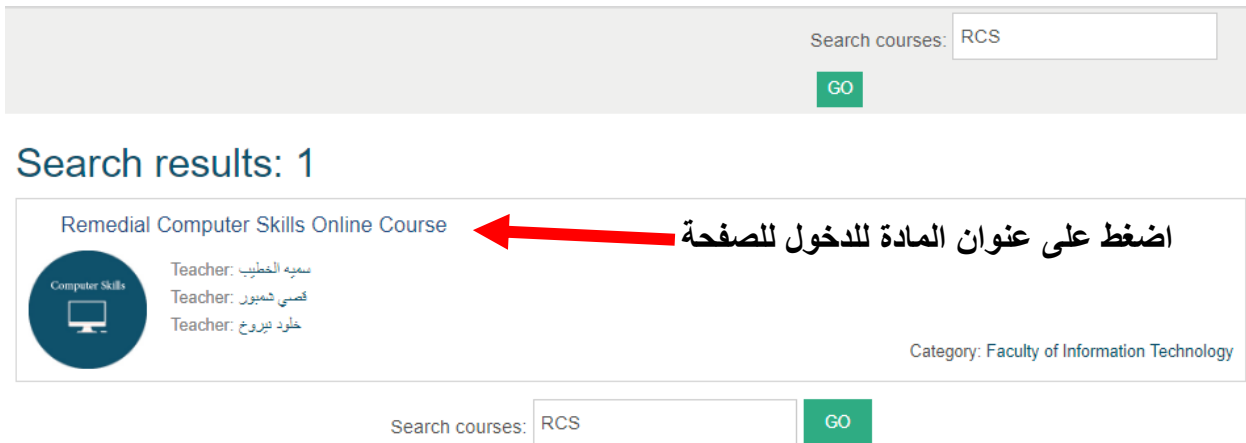
Username	Password	Log in
<input type="text" value="1. الرقم الجامعي"/>	<input type="text" value="2. كلمة السر"/>	<input type="button" value="Log in"/>
<input type="checkbox"/> Remember username		

3. دخول

3. البحث على المادة من خلال صندوق البحث (search courses)  
بكتابة كلمة RCS داخل الصندوق والضغط على زر Enter



4. الدخول الى صفحة المادة التي ستظهر في نتائج البحث  
(Remedial Computer Skills Online Course)



## 5. التسجيل في المادة الالكترونية, بعد الضغط على عنوان المادة اضغط على زر التسجيل (ENROL ME) ، وسينقلك المتصفح تلقائيا لصفحة المادة.

### Enrolment options

Remedial Computer Skills Online Course

 Teacher: سمية الخطيب  
Teacher: هسي شمير  
Teacher: خلود خيروخ

#### Self enrolment (Student)

No enrolment key required.

**ENROL ME**

اضغط على زر التسجيل

Course Information
Course name: Remedial Computer skills. Course ID: 0021200. Prerequisite: None. Credit Hours: 3. Prepared By: Mrs. Khouloud Nahrallah, Mrs. Bumayya Al-Khaleeb.

Instructor Information
Instructor Name: Office No.: Ext: Email:

COURSE DESCRIPTION and OBJECTIVES
<b>DESCRIPTION:</b> This course is designed to prepare you for success in a modern world full of computer so you will learn about the technologies that drive our computerized society. It also introduces the operating system Windows 10 which is the most highly anticipated version of Microsoft's desktop OS in some time, aiming to deliver something that's both superior and feature-packed. As well as it provides the information you need to get up and running with the applications in the latest version of the Microsoft Office 2016 suite which includes Microsoft Word, Microsoft Excel and Microsoft PowerPoint since Microsoft Office is the most popular suite of business applications in the world in which its core products—Word, Excel, and PowerPoint—are considered the standard tools in millions of offices. In many companies, newly hired business professionals and support staff are expected to come into their positions already knowing how to use these tools.
<b>OBJECTIVE:</b> Upon successful completion of this course, the learner should be able to: 1. Learn the IT Essentials. 2. Use main features of Windows 10 Operating System. 3. Use software applications – Microsoft Office 2016.
<b>RESOURCE:</b> Required Text(s): 1. IT Essentials, 5th Edition, By Cisco Networking Academy, published in Jul 16, 2013, by Cisco Press. 2. Windows 10 Primer: Matt Kosey, MVP, Apraxis. 3. Microsoft Office 2016 Step by Step, By Joan Lambert, Curtis Frye, Published 11/30/2015, 1st Edition. Supplemental(s): 1. IT Essentials: PC Hardware and Software Companion Guide (4th Edition) by Cisco Networking Academy (Author), 2010. 2. - 3. Windows 10 For Dummies (For Dummies (Computers)) 1st Edition, Andy Rathbone (Author), 2015. 4. Windows 10 Bible 2nd Edition, by Rob Tironi (Author), Jim Boyce (Author), Jeffrey R. Shapiro (Author), 2015. 5. Lecturer's Notes. 6. Recommended Web Sites: • <a href="http://support.office.com">http://support.office.com</a> . • The official web-site of the university: <a href="http://vclass.usmnu.edu.jo">http://vclass.usmnu.edu.jo</a> .

Course Grading System	
Assessment	Grade
Midterm	40%
Final	60%
Total	PA B BIFAIL

Computer Requirements
Computer Skills: Basic Internet knowledge. Basic Microsoft Office Knowledge. Softwares: Adobe Flash player. Adobe reader. Microsoft office. Java. Internet Browser (we recommend Google Chrome).
Technical Support: Moodle Manual for Students. HED Team - Hourani eLearning Center Building A. Ext: 2044 - <a href="mailto:hed@usmnu.edu.jo">hed@usmnu.edu.jo</a> .

Announcements

Sample Questions of the mid and final exam

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

- ▶ UNIT 1 IT ESSENTIALS
- ▶ UNIT 2 WINDOWS 10
- ▶ UNIT 3 MICROSOFT WORD 2016
- ▶ UNIT 4 MICROSOFT POWERPOINT 2016
- ▶ UNIT 5 MICROSOFT EXCEL 2016

صفحة المادة على موقع التعلم  
الالكتروني (vclass)

## ثانياً: دراسة المحتوى الإلكتروني للمادة.

بعد تسجيل الدخول إلى موقع التعلم الإلكتروني سوف تظهر لك المادة في صندوق المواد (My Courses) الموجود في أسفل صفحتك الرئيسية. قم بالدخول بالضغط على عنوان المادة.

### My courses

#### Remedial Computer Skills Online Course



Teacher: **سميه الخطيب**  
Teacher: **قصي شمبور**  
Teacher: **خلود تيروخ**

صفحة المادة على موقع التعلم الإلكتروني تحتوي على جميع المعلومات التي يحتاجها الطالب عن المادة بالإضافة إلى المادة الإلكترونية المقسمة حسب المواضيع وكل موضوع يحتوي على فيديو يقوم بالشرح التفصيلي للدرس.

#### Course Information

Course name: Remedial Computer Skills.  
Course ID: 0031000  
Prerequisite: None.  
Credit Hours: 3.  
Prepared By: Mrs. Kholoud Nairoukh,  
Mrs. Sumayya Al-Khatieb.

#### Instructor Information

Instructor Name:  
Office No.:  
Ext.:  
Email:

#### COURSE DESCRIPTION and OBJECTIVE

**DESCRIPTION:**  
This course is designed to prepare you for success in a modern world full of computer so you will learn about the technologies that drive our computerized society. It also introduces the operating system Windows 10 which is the most widely anticipated version of Microsoft's desktop OS in some time, aiming to deliver something that's both super-cool and feature-packed. As well as it provides the information you need to get up and running with the applications in the latest version of the Microsoft Office 2016 suite which includes Microsoft Word, Microsoft Excel and Microsoft PowerPoint since Microsoft Office is the most popular suite of business applications in the world in which its core products—Word, Excel, and PowerPoint—are considered the standard tools in millions of offices. In many companies, newly hired business professionals and support staff are expected to come into their positions already knowing how to use these tools.

**OBJECTIVE:**  
Upon successful completion of this course, the learner should be able to:

1. Learn the IT- Essentials.
2. Use main features of Windows 10 Operating System.
3. Use software applications – Microsoft Office 2016.

**RESOURCE:**  
Required Text(s):

1. IT Essentials, 6th Edition, By Cisco Networking Academy, published in Jul 16, 2013, by Cisco Press.
2. Windows 10 Primer, Mike Halsey, MUP, Apress.
3. Microsoft Office 2016 Step by Step, By Joan Lambert, Curtis Frye, Published 11/30/2015, 1st Edition.

Supplemental(s):

1. IT Essentials: PC Hardware and Software Companion Guide (4th Edition) by Cisco Networking Academy (Author), 2010.
2. -
3. Windows 10 For Dummies (For Dummies (Computers)) 1st Edition, Andy Rathbone, (Author), 2015.
4. Windows 10 Bible 2nd Edition, by Rob Trower (Author), Jim Boyce (Author), Jeffrey R. Shapiro (Author), 2015.
5. Lecturer's Notes.
6. Recommended Web Sites:
  - <http://support.office.com>.
  - The official website of the university: <http://elms.ammanu.edu.jo>.

معلومات المادة

وصف المادة والأهداف والمراجع

Course Grading System	
Assessment	Grade
Midterm	40%
Final	60%
Total	Pass/Fail

توزيع العلامات

#### Computer Requirements

Computer skills:  
Basic Internet knowledge.  
Basic Microsoft Office knowledge.

Software:  
Adobe Flash player.  
Adobe reader.  
Microsoft Office.  
Java.  
Internet Browser (we recommend Google Chrome).

Technical Support:  
Moodle Manual for Students:  
HEC Team - Hourani eLearning Center Building A.  
Ext: 2044 - [hec@ammanu.edu.jo](mailto:hec@ammanu.edu.jo).

البرمجيات ومتطلبات الحاسوب

Announcements

Sample Questions of the mid and final exam

الإعلانات المتعلقة بالمادة والامتحانات

Open all Close all

Instructions: Clicking on the section name will show / hide the section.

أسئلة امتحان تجريبي على نمط امتحان المادة

- UNIT 1 IT ESSENTIALS
- UNIT 2 WINDOWS 10
- UNIT 3 MICROSOFT WORD 2016
- UNIT 4 MICROSOFT POWERPOINT 2016
- UNIT 5 MICROSOFT EXCEL 2016

مواضيع المادة

للدخول إلى دروس الفيديو قم بالضغط على العنوان الرئيسي (المستطيل الأخضر)

1 ▶ UNIT 1 IT ESSENTIALS

سيظهر لك عناوين الدروس مع رابط الفيديو الخاص بكل درس

1 ▼ UNIT 1 IT ESSENTIALS

Course Outline Topics	Learning Videos
WEEK 1	
UNIT 1 IT ESSENTIALS	
1.1 An Introduction to the Personal Computer: 1.1.1 The Basics of a Personal Computer System.	1.1.1 The Basics of a Personal Computer System.
SELF-TEST QUESTIONS	
1.1.2 Selecting Replacements of the Computer Components.	1.1.2 Selecting Replacements for Computer Components.
SELF-TEST QUESTIONS	
WEEK 2	
1.2 The Computer Assembly: 1.2.1 An Overview of the Computer Assembly.	1.2.1 An Overview of the Computer Assembly . ▶ Computer Assembly video.
SELF-TEST QUESTIONS	
1.2.2 Boot the Computer for the first time.	1.2.2 Boot the computer or the first time.
SELF-TEST QUESTIONS	
1.2.3 Upgrading and configuring a Computer.	1.2.3 Upgrading and configuring a Computer.
SELF-TEST QUESTIONS	
WEEK 3	
1.3 An Overview of Preventive Maintenance:	1.3 An Overview of Preventive Maintenance.
SELF-TEST QUESTIONS	

عناوين الدروس

روابط الفيديو للدروس

اضغط على الرابط  
لتشغيل الفيديو

أسئلة لكل درس  
(للدراسة الذاتية)

## ثالثاً: ملاحظات هامة.

- يجب الدخول للصفحة بشكل دوري للدراسة ويفضل دراسة المادة كما هي مقسمة حسب الأسابيع.

WEEK 1	
IT ESSENTIALS	
1.1 An Introduction to the Personal Computer: 1.1.1 The Basics of a Personal Computer System.	1.1.1 The Basics of a Personal Computer System.
SELF-TEST QUESTIONS	
1.1.2 Selecting Replacements of the Computer Components.	1.1.2 Selecting Replacements for Computer Components.
SELF-TEST QUESTIONS	
WEEK 2	
1.2 The Computer Assembly: 1.2.1 An Overview of the Computer Assembly.	1.2.1 An Overview of the Computer Assembly . > Computer Assembly video.

- يمكن الدخول للموقع بأي وقت لدراسة المادة من داخل أو من خارج الجامعة.
- يجب متابعة الإعلانات الخاصة بالمادة على الصفحة لمعرفة مواعيد الامتحانات و إعلانات هامة تتعلق بالمادة.
- امتحانات المادة نظرية وعلى نظام الاختيار من متعدد وتقام في مختبرات كلية تقنية المعلومات.
- يمنع دخول الطلاب إلى قاعة الامتحان بدون إحضار الهوية الجامعية.
- يفضل استخدام متصفح الجوجل كروم وتنزيل مشغل الفلاش لعرض الفيديو.
- في حال وجود استفسار أو صعوبة في الدخول لصفحة للمادة أو مشاكل تقنية يرجى مراجعة المشرفين في مختبرات كلية تقنية المعلومات، الطابق الثالث من الساعة 1:00 إلى 2:00 أيام الأحد، الثلاثاء و الخميس.