



"الريادة والإبداع في الأعمال"
"Entrepreneurship and
Innovation in Business"

جامعة الزيتونة الأردنية
Al-Zaytoonah University of Jordan
كلية الأعمال
Faculty of Business



"عراقة وجودة"
"Tradition and Quality"

	Detailed Course Description - Course Plan Development and Updating Procedures/ Management Information System Department	QF05/0408-3.0E
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Faculty	Business	Department	Management Information System
Course number	0506371	Course title	Office Automation system
Number of credit hours	3	Pre-requisite/co-requisite	--

This course helps students develop introductory skills in 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).

	Course goals and learning outcomes
Goal 1	Defining the concept of office automation and office automation systems.
Learning outcomes	1.1 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.
Goal 2	Introducing students to the computer applications and information technology that collect, store, and process data and information in a digital and electronic form.
Learning outcomes	2.1 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
Goal 3	Providing students with a foundational base to the Microsoft Office applications used in the automated offices all around the globe.
Learning outcomes	3.1 The student will understand <ul style="list-style-type: none"> • Work spaces, Meeting spaces ,Support spaces. • Document creation and preparation • Information and document storage • Information and document retrieval • Communication • Meetings • Reading mail • Decision making • Information dissemination
Goal 4	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).
Learning outcomes	4.1 The student will understand Access, Excel, PowerPoint, Word, Open items of Outlook (mail, contacts, appointments)
Textbook	International Computer Driving License ICDL Manual, CIA Training Approved Course ware. ECDL Foundation.
Supplementary references	Other external manuals, exercises, assignments, and video demonstrations given by the instructor.



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Course timeline				
Week	Number of hours	Course topics	Pages (textbook)	Notes
01	1 1 1	on to Office AutomationIntroducti And Microsoft Office Suite	External Manual	1,2
02	1 1 1	Basics in Microsoft Word1	1-148	3,4
03	1 1 1	Basics in Microsoft Word2	-----	3,4
04	1 1 1	Exercises on Microsoft Word	External Assignment	Practical
05	1 1 1	oft Power PointBasics in Micros1	1-108	3,4
06	1 1 1	Basics in Microsoft Power Point2	-----	3,4
07	1 1 1	Exercises on Microsoft Power Point	External Assignment	Practical
08	1 1 1	Basics in Microsoft Outlook	External Manual	3,4
09	1 1 1	Exercises on Microsoft Outlook	External Assignment	Practical
10	1 1 1	Basics in Microsoft Excel1	1-144	3,4
11	1 1 1	Basics in Microsoft Excel2	-----	3,4
12	1 1 1	Exercises on Microsoft Excel	External Assignment	Practical
13	1 1 1	Basics in Microsoft Access1	1-140	3,4
14	1 1 1	Basics in Microsoft Access2	-----	3,4



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15	1 1 1	Basics in Microsoft Access 3	----	3,4
16	1 1 1	Exercises on Microsoft Access	External Assignment	Practical

Theoretical course evaluation methods and weight	Participation = 10% First exam 20% Second exam 20% Final exam 50%	Practical (clinical) course evaluation methods	Semester students' work = 50% (Reports, research, quizzes, etc.) Final exam = 50%
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Approved by head of department		Date of approval	
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Extra information (to be updated every semester by corresponding faculty member)

Name of teacher		Office Number	
Phone number (extension)		Email	@zug.edu.jo
Office hours			