



<b>Syllabus for Computer Skills 2</b>	
<b>AL-BALQ'A APPLIED UNIVERSITY</b>	
<b>Ajloun College</b>	
<b>Applied Science Department</b>	
<b>Year:</b> 2016-2017	<b>Semester:</b> Second Semester

Course Information	
Course Title	Computer Skills
Course Number	Bachelor 35005101
Prerequisites	No pre-request
Instructors	Dr.Asad Alnaser, Dr.Abdalkareem baareh
Office Hours	10:00 - 11:00 Sunday-Tuesday-Thursday 9:30-11 Monday- Wednesday
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Assessment Policy		
Assessment Type	Expected Due Date	Weight
Midterm Exam	21. March. 2017	40%
Final Exam	Theoretical Exam as per the University Schedule	50%
Student activities(Quizzes)	Many times during the semester	10%

*\* Make-up exams will be offered for valid reasons only with consent of the Dean. Make-up exams may be different from regular exams in content and format.*

## Course Contents

Week	Topics
	<p><b>Introduction to visual basic</b></p> <ul style="list-style-type: none"> <li>• Definition of visual basic</li> <li>• First screen? Menus? Bars?</li> <li>• Windows manipulation (Open, close, move, resize, maximize, minimize)</li> <li>• Visual basic environment</li> <li>• Toolbar: its components</li> <li>• Toolbox components</li> <li>• Windows (properties window, layout.....)</li> <li>• Design and run screen</li> </ul>

	<b>Tool box components</b>
	<ul style="list-style-type: none"> <li>• Properties , events, methods</li> <li>• Changing properties due design and run</li> <li>• Run the simple program</li> <li>• Save</li> <li>• Label</li> <li>• Command button</li> <li>• Image</li> <li>• Picture</li> </ul>

	<b>Variable definition</b>
	<ul style="list-style-type: none"> <li>• Basic definitions</li> <li>• How to define several variables</li> <li>• Print statement</li> <li>• Constants</li> <li>• Comparison operators</li> <li>• Logical operators</li> <li>• Arithmetic operators</li> <li>• Priority of arithmetic operators</li> </ul>

	<b>Control statements</b>
	<ul style="list-style-type: none"> <li>• If statement / if then else</li> <li>• Nested if</li> <li>• Select case</li> <li>• Examples</li> </ul>

	<b>Msgbox and input box</b>
	<ul style="list-style-type: none"> <li>• MsgBox</li> <li>• Display symbols with message</li> <li>• Input box</li> </ul>

	<b>Another components</b>
	<ul style="list-style-type: none"> <li>• Frame</li> <li>• Option button</li> <li>• Check box</li> <li>• Shapes</li> <li>• Line</li> <li>• Listbox</li> <li>• Combobox</li> <li>• Scrollbars</li> <li>• Timer</li> <li>• Immediate window</li> </ul>

**Mid Exam tentative week  
Time frame 21 March 2017.**

	<p><b>Keyboard events and Mouse events</b></p> <ul style="list-style-type: none"> <li>• Click events</li> <li>• Double click events</li> <li>• Mouse down / mouse up</li> <li>• Mouse move</li> <li>• Drag and drop</li> <li>• Key press</li> <li>• Key down</li> <li>• Key up</li> </ul>
	<p><b>Menus</b></p> <ul style="list-style-type: none"> <li>• Menu editor</li> <li>• Popup menu</li> </ul>
	<p><b>Loops</b></p> <ul style="list-style-type: none"> <li>• for loop</li> <li>• Nested for</li> <li>• Do while loop</li> <li>• Do while until</li> <li>• Do until loop</li> <li>• While wend</li> </ul>
<p><b>Final Exam tentative week as per the University Schedule</b></p>	

## OTHER INFORMATION

### A. TIMELINESS

Assignments are due on the date and time given. Late homeworks will not be accepted. Late projects will be accepted, but with deduction of 5 points for each 24 hours (or fraction) they are late, including weekends and holidays. Projects more than 5 days late will receive no credit. Graded assignments will be returned as soon as possible, usually within one week.

### B. ATTENDANCE POLICY:

Class attendance is mandatory. If you missed to take the assignments or lectures - ***You're responsible for all material covered in class.*** Attendance will be part of your Class Standing and will credit 10% of your final grade. 3 lates are considered as 1 absent and Absence from lectures shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to and approved by the Dean of the relevant college/faculty shall not be allowed to take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.