The University of Jordan

Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	Computer Skills for Humanities
2	Course number	1942102
3	Credit hours (theory, practical)	3(theory)
	Contact hours (theory, practical)	3 (theory) / week
4	Prerequisites/corequisites	1902099 – Remedial Computer Skills
5	Program title	Computer Information Systems
6	Program code	2
7	Awarding institution	The University of Jordan
8	Faculty	King Abdullah II School for Information Technology
9	Department	Computer Information Systems
10	Level of course	Second Year
11	Year of study and semester (s)	Second Year – All semesters
12	Final Qualification	Bsc
13	Other department (s) involved in teaching the course	-
14	Language of Instruction	English
15	Date of production/revision	Production: 1/2/2015; Revision: 27/5/2015
16	Required/ Elective	Required

2. Course Coordinator:

Dr. Majdi Sawalha
(KASIT 2nd Floor *Office Number*: 221)
 Phone Number :   22619,
 Office Hours : Sun, Tue, Thu(12-1)
 Email : *sawalha.majdi@gmail.com*

2. Other instructors:

Name	*Office numbers*	*office hours*	*phone numbers*	*Email*
Dr. Hamad alsawalqah	*327*	Sun, Tue, Thu (11-12) Mon (9:30-11)	*22643*	*h.sawalqah@ju.edu.jo*
Mrs. Aseel Al-Anani	*217*	*Sun, Tue(12-1) Mon, Wed(9:30-10:30)*	*22604*	*a.anani@ju.edu.jo*
Miss Rola Al-Khalid	*217*	*Sun, Tue(12-1) Mon, Wed(9:30-10:30)*	*22604*	*r.khalid@ju.edu.jo*
Mrs. Hiba Mohammed	218	*Sun, Tue (9-10) Mon, Wed (11-12)*	22603	*h.khadrawi@ju.edu.jo*
Mrs. Lama Rajab	*219*	*Sun, Tue(12-1) Mon, Wed(11-12)*	*22608*	*lama.rajab@ju.edu.jo*
Mrs. Tamara almarabeh	218	*Sun, Tue, Thu(12-1)*	22603	*tmarabeh@yahoo.com*
Mrs .Walaa Quteshat	*225*	*Sun, Tue, Thu(12-1)*	*22612*	*w.qutechate@ju.edu.jo*
Mrs.Tahani Khatib	*219*	*Sun, Tue(11-12) Mon, Wed(11-12)*	*22608*	*tahanisalah@yahoo.com*
Mr.Yousef Majdalawi	*214*	*Sun,tue(11-12) Mon, Wed(8:30-9:30)*	*22628*	*ymajdal@ju.edu.jo*

3. Course Description:

This introductory course is designed to lay down a solid foundation in the area of information technology. The course develops critical thinking and problem solving skills. Moreover, it aims to teach students how to use common software for organizing, searching and computing with emphasis on "real world" business-related tasks. Students will have the opportunity to practice and implement applications in the lab.

This course has four modules:
- Problem solving including problem analysis, algorithms, flowcharts and pseudo codes.
- Spreadsheets (MS Excel) including functions, charts, filtering, sorting, macros and scenarios.
- Presentations including creating slides, tables, charts, animation effects, page transitions. Printing and displaying slides.
- Introduction to Information systems and applications including computer applications in everyday activities, Health care, communication and emergency support, e-commerce.

4. Course aims and outcomes:

A- Aims:

The course aims to teach students how to use common software for organizing, searching and computing with emphasis on "real world" business-related tasks. Students will have the opportunity to practice and implement applications in the lab.

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to …

A-Knowledge and understanding: students should…
- A1) Understand the general concepts involved in computer programming languages
  Memory concepts, operators, data types, constant, variables, …
- A2) Understand the main concepts involved in problem solving:
  Algorithms, Pseudo Codes, Flowcharts and Flowchart Constructs(sequence,selection,iterations)
- A3) Understand how to use Microsoft Excel and PowerPoint.
- A4) Understand the general concepts in Information systems.

B-Intellectual Skills: with ability to
- B1) Distinguish between memory concepts (constant, variables) in computer programming languages.
- B2) Distinguish between different data types
- B3) Distinguish between different constructs (sequence, selection, repetition).
- B4) Analyze a problem and solve it.
- B5) Realize the importance of Microsoft Excel and PowerPoint.
- B6) Distinguish between different information system concepts.

C-Subject Specific Skills: With ability to
- C1) Deal with Microsoft applications (Excel, PowerPoint).
- C2) Solve real world problems using Microsoft applications.

D-Transferable Skills: with ability to
- D1) Discuss and work in a group in order to solve different real world problems using Microsoft applications .
- D2) Improve students skills in using Microsoft applications..

5. Topic Outline and Schedule:

Week	Topic Details	Teaching/Learning and Assessment Methods	ILOs
1+2+3+4	***Introduction to Problem Solving :*** General concepts involved in computer programming languages, Memory concepts, operators, data types, constant, variables Problem Solving:Pseudo Codes Flowcharts and Flowchart Constructs (sequence,selection,iterations)	**T**: Lecture **L**: Reading Chapter 1 **A**: in Class questions + Assignment 1: in the course platform	A1,A2,B1, B2,B3,B4.
5+6+7+8+ 9	***Microsoft Excel2007:*** Entering, Editing and Deleting Data In A Worksheet ,Creating, Opening, Saving and Closing A Workbook, Inserting and Deleting Rows or Columns Into a Worksheet, Adjusting Column Width and Row Height, Inserting and Deleting A Worksheet ,Copying Or Moving Cell Contents, Copying Or Moving A Worksheet Autofill ,Comments ,Formatting Cells (Font Type, Size, Style, Color , Borders, Background Color, Alignment, Text Wrapping and Text Orientation), Format Painter ,Styles Formatting (Format As Table, Conditional Formatting and Formatting Numbers) ,Freezing Row And Column Titles ,Sorting Data (Sorting Months And Weekdays, Sorting Columns From Left To Right) ,Searching And Replacing Data ,Worksheet Margins, Orientation, Header and Footer ,Printing A Workbook (Displaying Gridlines, Printing The Excel Row And Column Headings, Printing Rows Or Column Titles, Print Preview) ,Paste Special ,Creating Formulas and Error Values ,Relative And Absolute Cell References ,Functions Defining and Deleting Names ,Subtotals Charts , Scenarios ,Protection.	**T**: Lecture +Lab **L**: Reading Chapter2 +Training Files **A**: in Class questions +Assignment 2 in the elearning platform	A3,B5,C1, C2,D1,D2

10+11	**Microsoft PowerPoint 2007 :** Creating, Opening, Saving And Closing A Presentation, Inserting and Deleting slides in a Presentation, Hiding and Showing Slides in a Presentation, Changing the Layout of a Slide,Slides Background Color and Themes,Changing the Font (Type, Size, Style, Color, …..) Paragraph settings (Alignment, Line and Paragraph Spacing, ….),Presenter Notes Tables (Creating Tables, Changing Effects and Styles) ,Shapes (Inserting shapes, Changing shape formats) ,Pictures (Inserting pictures, Changing picture formats) Charts (Inserting charts, Chart Tools) Start a Slide Show Animation Effects and Custom Animation Transitions Effects Slides Setup Printing Slides and Print Preview	**T**: Lecture +Lab **L**: Reading Chapter3 +Training Files **A**: in Class questions +Assignment 3 in the elearning platform	A3,B5,C1, C2,D1,D2
12	**Introduction to Information systems and applications:** Information System, Computer Applications In Everyday Activities ,Roles Of Computer Operating ,Health Care Transportation And Travel ,Communication And Emergency Support Manufacturing, Maintenance, Users With Special Needs, Virtual Reality, E-Commerce, Safety And Healthy ,Working Environment, Healthy Working Environment ,Safe Working Environment Risks To Personal And Organizational Data.	**T**: Lecture. **L**: Reading Chapter 4. **A**: in Class questions +Assignment 4 in the elearning platform	A4,B6.
13	**Revision**		

6. Teaching Methods and Assignments:

Development of ILOs is promoted through the following <u>teaching and learning methods</u>:

Lectures

7. Evaluation Methods and Course Requirements:

Teaching (T) Strategies: Class Contact is 3 Hour per week. The lecturer of the course gives 3 hours per week while students should practice in lab; however the course is counted as 3 credit hour for students. The Course will be delivered using different means like lectures in the lab, presentations, assignment discussion, training files, and case studies.

Learning (L) Methods: Students attend classes in lab for 3 hours per week, they ask questions and participate in discussions, do the assignments, present their homework and PowerPoint presentation. A student will use the lab every lecture to practice the skills he/she is gaining and to do the assignments. Students will access the e-learning platform for more instruction and supported learning materials.

Assessment (A) Methods: There will be several assessment methods of evaluation the performance of the students such as attending and class participation, grading the homework in the e-learning platform, quizzes and assignments; conducting the First, Second and the Final Exams. Every student is expected to completely adhere to the assignments and project strict deadlines, absolutely no exceptions will be given.

8. Course Policies:

A- Attendance policies:

Maximum allowable absence 15% of number of Lectures/Semester

B- Absences from exams and handing in assignments on time:

It is the student's responsibility to ensure that he/she is aware of all assignments, announcements and contents of missed sessions

C- Health and safety procedures:

University Regulations

D- Honesty policy regarding cheating, plagiarism, misbehavior:

It is the student's responsibility to ensure that he/she is adhere with cheating, plagiarism, misbehaviour

E- Grading policy:

0-45	F	46-49	D-	50-52	D	53-55	D+
56-58	C-	59-61	C	62-68	C+		
69-72	B-	73-76	B	77-82	B+	83-86	A-	87-100 A

F- Available university services that support achievement in the course:

   Computer Labs.

9. Required equipment and software :

1. Datashow.

2. Labtop.

3. Microsoft office Package.

10. References:

A- Required book (s), assigned reading and audio-visuals:

الدكتور "محمد بلال" الزعبي،الدكتور احمد الشرايعة، الدكتور أمجد هديب،خالدة محمد / Computer Skill 2 ، مهارات الحاسوب 2 الزعبي,الطبعة الأولى**2015**/

B- Recommended books, materials, and media:

http://www.baycongroup.com
http://www.gcflearnfree.org/excel2007
http://www.vertex42.com/Excel2007/excel-tutorial.htm
http://office.microsoft.com/en-us/training/CR010158283.aspx

Online Course Site

 Every student should visit the following site (for announcements, home works)
Site address: http://elearning.ju.edu.jo

10. Additional information:

- Every student is expected to completely adhere to the assignments strict deadlines; absolutely no exceptions will be given.
- Absent percentage is restricted to 15% at most with an acceptable reason.

Name of Course Coordinator: **Dr. Majdi Sawalha** Signature: ------------------------ Date: **27/5/2015**

Head of curriculum committee/Department: ------------------------ Signature: --------------------------------

Head of Department: ------------------------ Signature: --------------------------------

Head of curriculum committee/Faculty: ------------------------ Signature: --------------------------------

Dean: -- -Signature: --------------------------------

Copy to:
Head of Department
Assistant Dean for Quality Assurance
Course File