The University of Jordan

Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	Computer Skills1
2	Course number	1902100
3	Credit hours (theory, practical)	3 (theory + practical)
	Contact hours (theory, practical)	2 theory + 1 practical
4	Prerequisites/co requisites	Prerequisites :None/ co requisites :1942102
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 Department**
10	Level of course	First Year
11	Year of study and semester (s)	Any
12	Final Qualification	Bachelor(Bsc)
13	Other department (s) involved in teaching the course	None
14	Language of Instruction	English
15	Date of production/revision	production : 21-6-2015/ revision :16-8-2015
16	Required/ Elective	Required

16. Course Coordinator:

Hiba Ali Mohammad
Office numbers: 218
office hours: Mon. , Wed.(10 - 11)
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17. Other instructors:

18. Course Description:

Remedial Computer Skills course introduces students to information technology and communication. It includes an introduction to information technology, structure of digital computer systems, computer software (system SW and application SW), Internet and networks, security and use of ICT in our daily life. The course also aims to enhance students' practical skills in using effectively the following software packages: Microsoft Windows 7, MS-Office 2007(Word), and Internet browsers such as Internet Explorer and Google Chrome. Classes of Remedial computer skills course are held in labs to give students the opportunity to practice and exercise.

19. Course aims and outcomes:

    A- Aims:
The main goal of this course is to enable students to gain the practical basic skills in both application software and Windows 7 operating system. The course also equips students with theoretical knowledge in computer hardware, software and networking concepts in computer systems

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

A. Knowledge and Understanding: students should be able to
A1) Know and Understand the main components of computer architecture, and their work. A2) Understand how does Information technology affect our lives nowadays through recent technologies like PCs , Laptops, smart phones, PDAs, E-commerce, Social media and so on. A3) Know and Understand the software varieties and their uses. A4) understand the concept of data communication and network. A5) know the GUI system software such as Windows 7 operating system. A6) know the application software such as applications in Office 2007 package. A7) Understand the concept of computer security, encryption, smart cards and so on.
B. Intellectual skills: students should be able to
B1) Analyze and recognize the significance of some recent technologies smart phones, PDAs, PCs and laptops. B2) Analyze and recognize the significance some Hardware components such Central Processing Unit, storage media, main memory and input/output devices. B3) Compare between the Network types and topologies and recognize their significance. B4) Analyze and be familiar with Windows Environment, Desktop features, control panel, and switching between applications in windows 7 B5) study and recognize the significance of Microsoft office especially Word applications in everyday work. B6) Compare between computer Networks and identify their components. B7) Study the effects of ICT in our lives and discuss their importance. B8) Recognize the significance of security.
C. Subject Specific skills: students should be able to
C1) Make use of Windows 7 in creating folders, managing files and customizing the computer's functionalities through control panel. C2) Use web browsers to navigate through internet and open search engines, email web sites, electronic dictionaries and encyclopaedias and so on. C3) Use Microsoft Office Word for writing, presenting or printing documents in an intelligent way.
D. Transferable Skills: students should be able to
D1) Work in groups on case studies to show how to use different Microsoft office application D2) apply skills in office applications through practical assignments in the computer lab.

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference	

Theoretical introduction:
  1) Hardware
  2) Software
	1	All	A1, A2, A3,A5 B1	Assignment 1 in the E-learning platform**.**	Reading from (Text book): **Chapter 1, Chapter 2** and from lecture notes.	

Word 2007	2-3	All	A6, B5, C3, D1. D2	Assignment 2 in the E-learning platform**.**	Reading from (Text book): **chapter 8,** and from lecture notes, practicing in lab.	
Window 7	4	All	A5, B4 ,C1	Assignment 3 in the E-learning platform	Reading from (Text book): **chapter 6,** and from lecture notes, practicing in lab	
Review	5	All	-	Assignments	-	
Midterm Exam	5			Automated Exam.		
Internet	6	All	C2	Assignment 4 in the E-learning platform	Reading from (Text book): **chapter 7,** and	

					from lecture notes, practicing in lab.
Short Exam	6	All		Automated Exam.	
Theoretical material (Data Transfer and Networks.	7	All	A4, B3, B7	Assignment 5 in the E-learning	Reading from (Text book):: **chapter 3,** and from lecture notes
Theoretical material (ICT in everyday life)	7	All	B8	Assignment 5 in the E-learning platform**.**	Reading from (Text book):: **chapter 4**, and from lecture notes
Theoretical material (Security)	8	All	A7, B8	: Assignment 5 in the E-learning platform	Reading from (Text book):: **chapter 5**, and from lecture notes
Final Exam	9	All		Automated Exam	

21. Teaching Methods and Assignments:

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

Lecture, lab and presentation

22. 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.

23. 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:

     Practical sessions need labs which are suitable adjustable chairs, safe computers and wires should be well organized.

D- Honesty policy regarding cheating, plagiarism, misbehaviour:

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

E- Grading policy:

   Grading Table

A	**100 - 90**
A-	**98-87**
B+	**85-80**
B	**79-75**
B-	**74-70**
C+	**69-66**
C	**65-62**
C-	**61-59**
D+	**58-56**
D	**55-50**
D-	**50-48**
F	**47-0**

Assessment will be as follows:

Exams	Points	Exam Date
Midterm exam	30	27-7-2015
Quiz	10	5-8-2015
Final exam	50	12-8-2015

Assignments	10 **Points**

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

Computer Labs.

24. Required equipment(Hardware and Software)

1- Personal computers in a lab.

2- Data show

3- Windows 7

4- MS Word 2007

5- Internet Explorer

6- E-mail Account on yahoo.com for each student.

25. References:

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

Text book (TB):

مهارات الحاسوب 1 , د." محمد بلال" الزعبي، د.أحمد الشرايعة,سهير عبدالله , خالدة الزعبي. الطبعة الاولى 2015. دار زمزم للنشر و التوزيع. عمان-الأردن.
(Computer skills)
B- Recommended books, materials, and media:
1. http://Elearning.ju.edu.jo
2. http://office.microsoft.com

26. Additional information:

1. Tardiness and/or absenteeism will have a negative impact on the course grade.
2. الامتناع المدبر عن حضور المحاضرات أو الدروس أو عن الأعمال الاخرى التي تقضي الأنظمة بالمواظبة عليها ، وكل تحريض على هذا الامتناع سوف يؤدي الى حرمان الطالب من المادة المعنية.
3. في حالة التغيب عن الامتحانين الأول و الثاني لن يكون هناك امتحان تعويضي الا في حالة وجود عذر وحالة طارئة من المستشفى. على الطالب براز العذر لمدرس المادة في فتره لا تتجاوز الثلاثة ايام من تاريخ الامتحان, وللمدرس الحق في قبول او رفض العذر , وحسب التعليمات.

4. Concerns or complaints should be expressed in the first instance to the module lecturer; if no resolution is forthcoming then the issue should be brought to the attention of the module coordinator (for multiple sections) who will take the concerns to the module representative meeting. Thereafter problems are dealt with by the Department Chair and if still unresolved the Dean and then ultimately the Vice President. For the final complaints, there will be a committee to review grading the final exam.

5. For more details on University regulations please visit http://www.ju.edu.jo/rules/index.htm

Name of Course Coordinator: -------------------------Signature: ------------------------ Date: ---------------------

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