1	Course title	Documentation and Ethics
2	Course number	1902202
3	Credit hours	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	Fundamentals of Information Technology (1904101)
5	Program title	Computer Information Systems
6	Program code	2
7	Awarding institution	The university of Jordan
8	School	King Abdullah II School of Information Technology
9	Department	Computer Information Systems
10	Level of course	Undergraduate
11	Year of study and semester (s)	Each Semester
12	Final Qualification	Bachelor of Science in Computer Information Systems
13	Other department (s) involved in teaching the course	None
14	Language of Instruction	English
15	Teaching methodology	☐ Blended ☒ Online
16	Electronic platform(s)	☒ **Moodle** ☒ **Microsoft Teams** ☐ Skype ☐ Zoom ☐Others:…………
17	Date of production/revision	Spring Semester / 27th February, 2022

18 Course Coordinator:

Name: Dr. Huda Karajeh
Office number: 222
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19 Other instructors:

Name: Mrs. Tahani Khatib
Office number: 219
phone numbers: 22608
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20 Course Description:

The course introduces the students to the documentation and computing ethics. Topics include: different types of technical reports and documents such as books, articles, proposals, user manuals, project reports, memorandums, etc. in ethical and professional ways; ethical writing pertaining referencing, citation, quotation, and plagiarism; computing ethics such as computers and information systems in workplaces, crimes, computer abuse and misuse, cyber bullying and stalking, privacy, confidentiality, anonymity, intellectual property, professional responsibility, and globalization (law, cyber-business, e-transactions); various code of ethics and guidelines to computing professionals and users, it also includes ethics in social media and freedom of expression.

21 Course aims and outcomes:

Aims:
This course aims to enable students to know the different types of written documents such as reports, books, articles, proposals, user manuals, project repots, memorandums, etc. The course enables students to have full knowledge of the structure of technical reports which include introduction sections, main text, and concluding and supporting sections. This course also enables students to be aware of computing ethics in general and writing ethics in specific by adhering to the most well-known world standard code of ethics from national and international professional societies and organizations. At the end of this course, students must have the required skills for writing a technical report and present it in the class.

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

A. Knowledge and Understanding:
A1) Understand basic technical writing, communication and documentation concepts, structures, and operations.
A2) Illustrate how the creative use of documentation and technical writing can give him/her a competitive advantage.
A3) Understand and adhere to the basic guidelines to ethical writing.
A4) Understand the fundamentals of computing ethics and professional issues.
A5) Knowledge of global impact of computing ethical issues and the national and international standards governing computing ethics.

B. Intellectual skills:
B1) Analyze and compare the advantages of technical writing and documentation in improving personal ability.
B2) Think how to improve team productivity by using technical writing and interpersonal communication.
B3) Think of means that avoid falling in intentional plagiarism, computer crimes, computer misuse, and many other writing and computing ethical issues such as privacy, intellectual property rights, confidentiality, and may more.

C. Subject Specific skills:
C1) Implement practical cases, by using different types of technical communication methods and documentation styles.
C2) Practice writing skills and methods that help in avoiding plagiarism in academic writing.
C3) Acknowledge the national and international laws and standards pertaining writing and computing ethical issues.

D. Transferable Key Skills:
D1) Discuss and work in a group in order to design and write the specification of a new case.
D2) Work with other groups in order to make different implementations, of the same case specification.
D3) Present the final work (project) and make a demo.
D4) Apply writing and computing ethical standards and guidelines in future projects and career.

ABET Students Outcomes (SOs):
1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.

Mapping ILOs to ABET SOs:

ILOs	ABET SOs
A1, A2, B1, B2, C1, D1, D2,	1
A1, A2, B1, B2, C1, D1, D2	3
A1, A2, A3, A4, A5, B1, B2, B3, C2, C3, D1, D2, D3, D4	4
A1, A2, A3, A4, A5, B1, B2, B3, C1, C2, C3, D1, D2, D3, D4	5

22 Topic Outline and Schedule:

Topic	Week	ILOs	ABET SOs	TLA (teaching, learning and Assessment)	Teaching Methods*/platform
Chapter 1: Technical Writing Basics	1	A1, A2	D	Textbook 1, Lecture Notes 1 Task1	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle
Chapter 2: Writing Style	1	A1, A2	D	Textbook 1, Lecture Notes 1 Task1	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle
Chapter 3: Data Presentation	2,3	A1, A2, B1	A, D, E	Textbook 1, Lecture Notes 3 Task1	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle + Practical lesson on Moodle (Video)
Chapter 4: Report Content and Supporting Sections	3,4	A1, A2, B1, D1, D2	A, D, E	Textbook 1, Lecture Notes 4 Project	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle + two Practical lessons on Moodle (Video)
Chapter 5: Technical Writing Applications	5	A1, A2, B1, B2, C1, D1, D2	A, D, F	Textbook 1, Lecture Notes 5 Project	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle
Chapter 6: An Overview of Ethics	5	A1, A2, A3, B2, B3, C2, D1, D4	D, E	Textbook 1/Textbook 2, Lecture Notes 6 Quiz1	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle
Chapter 7: Ethical Writing	6	A4,B3, D4	D, E	Textbook 2, Lecture Notes 7, Online Resources, Quiz1	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle
Chapter 8: Intellectual Property Rights	6	B2, B3, D4	D, E	Textbook 2, Lecture Notes 8, Online Resources, Quiz1	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle
Chapter 9: Freedom of Expression	7	B3, D1, D2, D3, D4	D, E	Textbook 2, Lecture Notes 9, Online Resources, Final Exam	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle
Chapter 10: Social Networking Ethical Issues	7	A5,C3, D4	D, E	Textbook 2, Lecture Notes 10, Online Resources, Final Exam	Synchronous lecturing/meeting on Microsoft Teams + PowerPoint presentation on Moodle
Final Exam	8			Final exam	

23 Detailed Topic Outline and Schedule:

Week	Lecture	Topic	Teaching Methods*/platform	Evaluation Methods**	References
1	1.1 (27/2)	Welcome and orientation (review syllabus, objectives, textbook, group project and tasks, online material and teaching methods) + Introduction to the course	Synchronous lecture (MS-Teams)	None	Course Syllabus and Announcements on ELearning platform
	1.2 (1/3)	**Ch1**: Technical Writing Basics	Synchronous lecture (MS-Teams)	Task1 + Midterm Exam	Text Book 1; Lecture Notes 1 (Slides) on ELearning platform
	1.3 (3/3)	**Ch1**: Technical Writing Basics	Synchronous lecture (MS-Teams)	Task1+ Midterm Exam	Text Book 1; Lecture Notes 1 (Slides) on ELearning platform
2	2.1 (6/3)	**Ch2:** Writing Style	Synchronous lecture (MS-Teams)	Task1+ Midterm Exam	Text Book 1; Lecture Notes 2 (Slides) on ELearning platform
	2.2 (8/3)	**Ch2:** Writing Style	Synchronous lecture (MS-Teams)	Task1+ Midterm Exam	Text Book 1; Lecture Notes 2 (Slides) on ELearning platform
	2.3 (10/3)	**Ch2:** Writing Style	Synchronous lecture (MS-Teams)	Task1+ Midterm Exam	Text Book 1; Lecture Notes 2 (Slides) on ELearning platform
3	3.1 (13/3)	**Ch3:** Data Presentation (Figures)	Synchronous lecture (MS-Teams)	Task1+ Midterm Exam	Text Book 1; Lecture Notes 3 (Slides); Practical Video on: Figures and Tables in Technical Writing (ELearning platform)
	3.2 (15/3)	**Ch3:** Data Presentation (Figures)	Synchronous lecture (MS-Teams)	Task1+ Midterm Exam	Text Book 1; Lecture Notes 3 (Slides); Practical Video on: Figures and Tables in Technical Writing (ELearning platform)
	3.3 (17/3)	**Ch3:** Data Presentation (Tables)	Synchronous lecture (MS-Teams)	Task1+ Midterm Exam	Text Book 1; Lecture Notes 3 (Slides); Practical Video on: Figures and Tables in Technical Writing (ELearning platform)
4	4.1 (20/3)	**Ch4:** Report Content and Supporting Sections **(Introduction part)**	Synchronous lecture (MS-Teams)	Task 1+ Midterm Exam	Text Book 1; Lecture Notes 4 (Slides) (ELearning platform)
	<mark>4.2 (22/3)</mark>	<mark>**Holiday**</mark>			
	4.3 (24/3)	**Ch4:** Report Content and Supporting Sections **(Introduction part)**	Synchronous lecture (MS-Teams)	Midterm Exam	Text Book 1; Lecture Notes 4 (Slides) (ELearning platform)
5	5.1 (27/3)	**Ch4:** Report Content and Supporting Sections **(Main text part)**	Synchronous lecture (MS-Teams)	Midterm Exam	Text Book 1; Lecture Notes 4 (Slides) (ELearning platform)

	5.2 (29/3)	**Ch4:** Report Content and Supporting Sections **(Main text part)**	Synchronous lecture (MS-Teams)	Midterm Exam	Text Book 1; Lecture Notes 4 (Slides) (ELearning platform)
	5.3 (31/3)	**Ch4:** Report Content and Supporting Sections **(Main text part)**	Synchronous lecture (MS-Teams)	Midterm Exam	Text Book 1; Lecture Notes 4 (Slides); Practical Video on: Error and Precision Measurement using Excel (ELearning platform)
6	6.1 (3/4)	**Ch4:** Report Content and Supporting Sections **(Main text part)**	Synchronous lecture (MS-Teams)	Midterm Exam	Text Book 1; Lecture Notes 4 (Slides); Practical Video on: Error and Precision Measurement using Excel (ELearning platform)
	6.2 (5/4)	**Ch4:** Report Content and Supporting Sections **(Conclusions Sections)**	Synchronous lecture (MS-Teams)	Project on ELearning platform + Final Exam	Text Book 1; Lecture Notes 4 (Slides) (ELearning platform)
	6.3 (7/4)	**Ch4:** Report Content and Supporting Sections **(title, Abstract, acknowledgment)**	Synchronous lecture (MS-Teams)	Project on ELearning platform + Final Exam	Text Book 1; Lecture Notes 4 (Slides) (ELearning platform)
7	7.1 (10/4)	**Ch4:** Report Content and Supporting Sections **(References)**	Synchronous lecture (MS-Teams)	Project in ELearning platform + Final Exam	Text Book 1; Lecture Notes 4 (Slides); Practical video on: References and Citation (ELearning platform)
	7.2 (12/4)	**Ch4:** Report Content and Supporting Sections **(References)**	Synchronous lecture (MS-Teams)	Project in ELearning platform + Final Exam	Text Book 1; Lecture Notes 4 (Slides); Practical video on: References and Citation (ELearning platform)
	7.3 (14/4)	**Ch4:** Report Content and Supporting Sections **(Table of contents, appendixes)**	Synchronous lecture (MS-Teams)	Task1+ Final Exam	Text Book 1; Lecture Notes 4 (Slides); Practical video on: Headings and Table of contents in the Technical Document (ELearning platform)
8	8.1 (17/4)	**Ch5:** Technical Writing Applications **(Memos)**	Synchronous lecture (MS-Teams)	Final Exam	Text Book 1; Lecture Notes 5 (Slides) (ELearning platform)
	8.2(19/4)	**Ch5:** Technical Writing Applications **(Memos)**	Synchronous lecture (MS-Teams)	Final Exam	Text Book 1; Lecture Notes 5 (Slides) (ELearning platform)
	8.3 (21/4)	**Ch5:** Technical Writing Applications **(proposals)**	Synchronous lecture (MS-Teams)	Final Exam	Text Book 1; Lecture Notes 5 (Slides) (ELearning platform)
9	9.1 (24/4)	**Ch5:** Technical Writing Applications **(Progress reports)**		Final Exam	Text Book 1; Lecture Notes 5 (Slides) (ELearning platform)

	9.2 (26/4)	**Ch5:** Technical Writing Applications **(User Manual)**	Synchronous lecture (MS-Teams)	Project in ELearning platform + Final Exam	Text Book 1; Lecture Notes 5 (Slides); Practical video on: Headings and Table of contents in the Technical Document (ELearning platform)
	9.3 (28/4)	**Ch6:** Introduction to Ethics in Technology	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 6 (Slides) on ELearning platform
10	10.1 (1/5)	Holiday			
	10.2 (3/5)	Holiday			
	10.3 (5/5)	Holiday			
11	11.1 (8/5)	Midterm Exam			
	11.2 (10/5)	**Ch6:** Introduction to Ethics in Technology	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 6 (Slides) on ELearning platform
	11.3 (12/5)	**Ch7:** Ethical Writing **(Guidelines to write ethically)**	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 7 (Slides); Practical video on: Data Presentation on ELearning platform
12	12.1 (15/5)	**Ch7:** Ethical Writing **(Guidelines to write ethically)**	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 7 (Slides); Practical video on: Data Presentation on ELearning platform
	12.2 (17/5)	**Ch7:** Ethical Writing **(Plagiarism)**	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 7 (Slides); Practical video on: References and Citation on ELearning platform
	12.3 (19/5)	**Ch7:** Ethical Writing **(Plagiarism)**	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 7 (Slides); Practical video on: References and Citation on ELearning platform
13	13.1 (22/5)	**Ch6:** Introduction to Ethics in Technology	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 6 (Slides) on ELearning platform
	13.2 (24/5)	**Ch7:** Ethical Writing **(Guidelines to write ethically)**	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 7 (Slides);

					Practical video on: Data Presentation on ELearning platform
	13.3 (26/5)	**Ch7:** Ethical Writing **(Guidelines to write ethically)**	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 7 (Slides); Practical video on: Data Presentation on ELearning platform
14	14.1 (29/5)	**Ch7:** Ethical Writing **(Plagiarism)**	Synchronous lecture (MS-Teams)	Quiz + In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 7 (Slides); Practical video on: References and Citation on ELearning platform
	14.2 (31/5)	**Ch10:** Social Networking Ethical Issues	Synchronous lecture (MS-Teams)	In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 10 (Slides); ELearning platform
	14.3 (2/6)	**Ch10:** Social Networking Ethical Issues	Synchronous lecture (MS-Teams)	In-Lecture Questions + Final Exam	Text Book 1 + Text Book 2; Lecture Notes 10 (Slides); ELearning platform
15	15.1(5/6)	Projects Discussion	Synchronous lecture (MS-Teams)	Project presentation	Project Specifications and Evaluation Criteria on ELearning platform
	15.2(7.6)	Projects Discussion	Synchronous lecture (MS-Teams)	Project presentation	Project Specifications and Evaluation Criteria on ELearning platform
16	12/6-26/6	<mark>Final Exam</mark>			

24 Evaluation Methods:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

ILOs	Assessment Method and Requirements
A1, A2, A3, A4, A5, B2, B3, C2, C3, D3, D4	Exams (Midterm and Final)
A1, A2, A3, A4, A5, B1, B2, B3, C2, C3, D3, D4	Task 1
A1, A2, A3, B2, B3, C1,	Quiz + Group Project

C2, D1, D2, D3		

Midterm:	30%
Semester quizzes and tasks:	30%
Task1	5%
Quiz	10%
Project	12%
In−class participation	3%
Final Exam	40%

25 Course Requirements:

- Mobile, Laptop or desktop computers
- Internet connection
- Account on Microsoft Teams + Moodle.
- Webcam (when needed)

26 Course Policies:

A- Attendance policies:

According to University regulations the maximum allowable absence 15% of number of lectures/semester

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

• Every student is expected to completely adhere to the assignments and report strict deadlines, absolutely no exceptions will be given.

• في حالة التغيب عن امتحان منتصف الفصل أو الإمتحان النهائي فلن يكون هناك إمتحان تعويضي إلا في حالة وجود عذر وحالة طارئة من المستشفى. على الطالب إبراز العذر لمدرس المادة في فترة لا تتجاوز الثلاثة أيام من تاريخ الإمتحان، وللمدرس الحق في قبول أو رفض العذر، وحسب التعليمات.

• 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.

C- Health and safety procedures:

University regulations.

D- Honesty policy regarding cheating, plagiarism, misbehavior:

The honor code applies to all work turned in for this course including exams and assignments. It is important that you understand the solutions to all problems, and the best way to gain an understanding is to work them out and write them up by yourself. Hence the policy is that you must submit your own work. You may not share your work with other students, unless it is allowed as group. Violating the policy will be taken as a no submission state for the assignment. University regulations will be preserved at all times.

E- Grading policy + Weighting (i.e. weight assigned to exams as well as other student work)

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:

For more details on University regulations please visit http://www.ju.edu.jo/Pages/Regulations.aspx.

G- Statement on Students with disabilities

Students with disabilities who need special accommodations for this class are encouraged to meet with the instructor and/or their academic advisor as soon as possible. In order to receive accommodations for academic work in this course, students must inform the course instructor and/or their academic advisor, preferably in a written format, about their needs no later than the 4th week of classes.

27 References:

- **Required book (s), assigned reading and audio-visuals:**
    - o **Textbook 1:** Wallwork, A. (2014). *User guides, manuals, and technical writing: A guide to professional English*. Springer.
    - o **Textbook 2:** Kizza, J. M. (2015). *Ethics in Information Technology.* George W. Reynolds. Fifth edition

- **Recommended books, materials, and media:**
    - o Kennedy, X. J; Kennedy, D. M.; Muth M. F., "*The Bedford Guide for College Writers with Reader, Research Manual, and Handbook*", Bedford/St. Martin's, 11th Edition, 2016.
    - o Laura J Guark, John M. Lannon, "*A Concise Guide to Technical Communication*", 3rd Edition, Longman, 2007.

QF-AQAC-03.02.1.3

- o Riordan Daniel and Pauley Wisconsin, *"Technical Report Writing Today"*, 8th Edition, Houghton Mifflin College Division, 2002.

- **Journals:**
  - o The University of Jordan Electronic library (E-Library). Available on: http://library.ju.edu.jo/eliblink.asp
  - o Questia magazine (http://www.questia.com)
  - o Journal of Communication, Wiley.
  - o Ethics and Information Technology, Springer.
  - o Journal of Information, Communication and Ethics in Society, Emerald Publishing.

- **Laws and Code of Ethics:**
  - o Jordan laws for E-Crimes, E-Transactions, Intellectual Property, ...etc.
  - o Computer Ethics Institute (CEI)
  - o Association of Computing Machinery (ACM)
  - o Institute of Electrical and Electronics Engineers (IEEE)
  - o British Computer Society (BCS)

- **Educational Platforms:**
  - o Elearning.ju.edu.jo
  - o lmsystem.ju.edu.jo
  - o http://teams.office.com/

28 Additional information:

Course description, Teaching materials, Assignments and Announcements are available in the course page on http://elearning.ju.edu.jo

Name of Course Coordinator: Dr. Huda Karajeh   Signature: -------- *Dr. Huda Karajeh* ------

Date: 27/2/2022

Head of Curriculum Committee/Department: -----------------------Signature: ----------------------

Head of Department: ---------- **Dr. Hamad Alsawalqah** --------------Signature: ----------------------

Head of Curriculum Committee/Faculty: -----------------------------Signature: -----------------------

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