The University of Jordan

Accreditation & Quality Assurance Center

Course Syllabus

1.	Course title	*Basics of Computing*
2.	Course number	*1932099*
3.	*Credit hours (theory, practical)*	*3 hours/week*
	Contact hours (theory, practical)	*3 hours/week*
4.	Prerequisites/corequisites	*None*
5.	Program title	*Computer Information System*
6.	Year of study and semester (s)	*Any*
7.	Final Qualification	*B.Sc.*
8.	Other department (s) involved in teaching the course	*None*
9.	Language of Instruction	*English*
10.	Date of production/revision	*22-02-2022/ 28-02-2022*
11.	Required/ Elective	*Required*

12. Course Coordinator:

Name: Mr. Yousef Majdalawi
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Phone number: 22628
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13. Other instructors:

Dr. fawaz Alzaghoul, Dr. Amjad Hudaib, Dr. Thair Hamtini, Dr. Basema shquirat, Dr. Huda karajeh, Dr. Marwan Al-tawil, Dr. Reem Alfayez, Mrs Aseel Al Anani , Miss Rola Al-khalid , Mrs. Tamara Almarabeh, Mrs. Wala Quteshate

14. Course Description:

Computer Essentials course introduces fresh students (first year) to the basic concepts in information technology and communications and gives necessary practical skills to use computer and common computer applications. It includes an introduction to computer system, types of computers, basic computer components (hardware, software), activities that can be used in our daily life (such as Ecommerce, E-banking, E-government), Covers the skills needed to understand the key concepts relating to the security, privacy, and introduces students to the legal issues of computer ethics. The course also aims to enhance students' practical skills in using effectively the operating system such as windows 10, word processing and presentation applications, as well as email etiquette and managing computer files. This course enables students to gain the practical basic skills in using the University of Jordan website, library, students Email and students' portal. Classes of computer Essentials course depending on blended learning concept so that the lectures are held in labs to give students the opportunity to practice and exercise and at the end of Each unit an assignment from one or more chapters from

the textbook will be upload to e-learning website to aid students to practice in the lab and supervised by instructors.

15. Course aims and outcomes:

A – Aims: The main goal of this course is to enable students to gain the practical basic skills in using the university of Jordan website, library, student mail, e-learning website, Windows 10 operating system, word processing, presentation using PowerPoint and navigation through internet. The course also equips students with theoretical knowledge in computer hardware, software and legal issues concepts in computer systems.

B- Intended Learning Outcomes (ILOs):
The intended learning outcomes of this course are:
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 ICT.
A5) Know the GUI system software such as Windows 10 operating system.
A6) Know the application software such as applications in Office 2016 package.
A7) Understand the concept of computer security.

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) Analyze and be familiar with Windows Environment, Desktop features, control panel, and switching between applications in Windows 10
B4) Study and recognize the significance of Microsoft office especially Word applications and PowerPoint.
B5) Study the effects of ICT in our lives and discuss their importance.
B6) Recognize the significance of security and privacy.

C. Subject Specific skills: students should be able to
C1) Use of Windows 10 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 encyclopedias and so on.
C3) Use Microsoft Office Word for writing, presenting or printing documents in an intelligent way.
C4) Use Microsoft Office PowerPoint for making presentation

D. Transferable Skills: students should be able to .
D1) Work in groups on case studies to show how to use different Microsoft office applications.
D2) Applying skills in office applications through practical assignments in the computer lab.

16. Topic Outline and Schedule:

Week	Lecture	Topic	Teaching Methods*/platform	Evaluation Methods**	References
1 (27/2/2022 – 3/3/2022)	1.1	Orientation + Preparing students to use Microsoft Teams	Synchronous/ Teams	None	Announcements on Microsoft Team
	1.2	Computer and Hardware	Synchronous/ Teams	Assignment 1	Reading from (TB): Chapter 1, and from lecture notes
	1.3	Computer and Hardware	Synchronous/ Teams	Assignment 1	Reading from (TB): Chapter 1, and from lecture notes
2 (6/3-10/3)	2.1	Computer and Hardware	Synchronous/ Teams	Assignment 1	Reading from (TB): Chapter 1, and from lecture notes
	2.2	Computer and Hardware	Synchronous / Teams	Assignment 1	Reading from (TB): chapter 4, and from lecture notes
	2.3	Software	Asynchrous (Moodle Video)	Task 1	Reading from (TB): Chapter 2 and View the online video.
3 (13/3-17/3)	3.1	Electronic learning	Synchronous / Teams		Reading from lecture notes
	3.2	Electronic learning	Synchronous / Teams		Reading from lecture notes
	3.3	Electronic learning (Student mail)	Asynchrous (Moodle Video)	Task 1	Reading from lecture notes
4 (20/3-24/3)	4.1	The Internet and communications	Synchronous / Teams	Assignment 2	Reading from (TB): chapter 13, and from lecture notes
	4.2	The Internet and communications	Synchronous / Teams	Assignment 2	Reading from (TB): chapter 13, and lecture notes
	4.3	One drive and office 365	Asynchronous (Moodle Video)		Reading from lecture notes
5 (27/3-31/3)	5.1	Windows 10	Synchronous / Teams	Assignment 2	Reading from (TB): chapter 8, and from lecture notes
	5.2	Windows 10	Synchronous / Teams	Assignment 2	Reading from (TB): chapter 8, and from lecture notes
	5.3	Windows 10 – Control panel	Asynchronous (Moodle	Task 2	Reading from (TB): chapter 8, and from

Week		Topic			
			Video)		lecture notes
6 (3/4-7/4)	6.1	Windows 10	Synchronous / Teams	Assignment 2	Reading from (TB): chapter 8, and from lecture notes
	6.2	Windows 10	Synchronous / Teams	Assignment 2	Reading from (TB): chapter 8, and from lecture notes
	6.3	Windows 10 – File types	Asynchronous (Moodle Video)	Task 2	Reading from (TB): chapter 8, and from lecture notes
7 (10/4-14/4)		Revision	Synchronous / Teams	Online Student Questions	Solve Assignment 1
		Revision	Synchronous / Teams	Online Student Questions	Solve Assignment 2
			Midterm Exam		
8 (17/4-21/4)	8.1	IT & Communications in Our Everyday Life	Synchronous / Teams		Reading from (TB): chapter 4, and from lecture Notes
	8.2	IT & Communications in Our Everyday Life	Synchronous / Teams		Reading from (TB): chapter 4, and from lecture Notes
	8.3	Privacy and Security	Asynchronous (Moodle Video)	Task 3	
9 (24/4-28/4)	9.1	MS Word 2016	Synchronous / Teams	Assignment 3	Reading from (TB): chapter 9, and from lecture Notes
	9.2	MS Word 2016	Asynchronous (Moodle Video)	Task 4	Reading from (TB): chapter 9, and from lecture Notes
	9.3	MS Word 2016	Asynchronous (Moodle Video)	Task 4	Reading from (TB): chapter 9, and from lecture Notes
10 (1/5/2022 – 5/5/2022		Holiday			
11 (8/5-12/5)	10.1	MS Word 2016	Synchronous / Teams	Assignment 3	Reading from (TB): chapter 9, and from lecture Notes
	10.2	MS Word 2016	Asynchronous (Moodle	Task 4	Reading from (TB): chapter 9,

			Video)		and from lecture Notes
	10.3	MS Word 2016	Asynchronous (Moodle Video)	Task 4	Reading from (TB): chapter 9, and from lecture Notes
12 (15/5-19/5)	11.1	Revision	Synchronous / Teams		
	11.2	Revision	Synchronous / Teams		
	11.3	Estimated time for Task 4			
13 (22/5-26/5)	12.1	Power point 2016	Synchronous / Teams	Assignment 4	Reading from (TB): chapter 12, and from power point outline
	12.2	Revision	Synchronous / Teams		Solve Assignment 3
	12.3	Power point 2016	Asynchronous (Moodle Video)	Task 5	Reading from (TB): chapter 12, and from power point outline
14 (29/5-2/6)	13.1	Revision	Synchronous / Teams		Solve Assignment 4
	13.2	Discussion lecture	Synchronous / Teams		
	13.3	Estimated time for Task 4			
15 (5/6-9/6)	Final Exam				

17. Evaluation Methods and Course Requirements (Optional):

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

30% Midterm exam
30% Assignments and Tasks
40% Final exam

Evaluation Activity	Mark	Topic(s)	Period (Week)	Platform
Assignment 1	5	Computers and	Week 3	elearning.ju.edu.jo

		Hardware		
Assignment 2	5	Windows + internet	Week 6	elearning.ju.edu.jo
Assignment 3	5	Word 2016	Week 10	elearning.ju.edu.jo
Assignment 4	5	Power point 2016	Week 12	elearning.ju.edu.jo
Task 1	5	**(Software + Student mail)**	Week 2	Juexams.com
Task 2	5	**(Control Panel + File Types)**	Week 3	Juexams.com
Task 3	5	**Chapter 5**	Week 4	Juexams.com
Task 4	5	**MS Word 2016**	Week 5	Juexams.com
Task 5	5	**MS PowerPoint 2016**	Week 7	Juexams.com

18. 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. It is the student's responsibility to ensure that he/she is aware of all assignments, announcements and contents of missed sessions. Students who miss the midterm exam session will not be able to retake the exam unless provided with an emergent excuse or a medical problem that can be proved by the hospital papers. Only then, the instructor have the right to accept or refuse the excuse given by the student and hence the procedure will be taken as specified by the university regulations.

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, misbehavior

E- Grading policy

Grade > = 50 "pass"

Grade< 50 "fail"

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

G- Statement on Students with disabilities

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.

19. Required equipment:

Laptop or desktop computers

- Windows 10

- Microsoft office 2016

- Microsoft Teams

- Web cam

- Head set

20. References:

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

الحاسوب والبرمجيات الجاهزة- المهارات الاساسية ,أ. د." محمد بالل" الزعبي,أ. د.أحمد الشرايعة,سهير عبدهللا , خالدة . دار
زمزم للنشر و التوزيع. عمان-األردن .٢٠١٨الزعبي. الطبعة الخامسة

B- Recommended books, materials, and media:
1. http://Elearning.ju.edu.jo
2. http://office.microsoft.com
3. http://teams.office.com/

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

21. Additional information:

Date:

Name of Course Coordinator: **Yousef Majdalawi**   Signature: ------------------------

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