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**Course Syllabus**

***According to JORDAN National Qualification Framework (JNQF)***

**Course Name: Computer Skills**

**Course Number: 01101151**

General Course Information:

|  |  |
| --- | --- |
| Course title | Computer Skills |
| Course number | 01101151 |
| Credit hours | 3 |
| Education type | [Online (Synchronous, Asynchronous)] |
| Prerequisites/corequisites | None |
| Academic Program | Courses Service |
| Program code | 10 |
| Faculty | Arts Faculty |
| Department | Courses Service |
| Level of course | 1-1 |
| Academic year /semester | 2023-2024/ First Semester |
| Awarded qualification | Bachelor Degree |
| Other department(s) involved in teaching the course | None |
| Language of instruction | English |
| Date of production/revision | 15-10-2023 |

Course Coordinator:

|  |  |
| --- | --- |
| Coordinator's name | Laith Obidat |
| Office No | 2108 |
| Office Phone extension number | 2322 |
| Office Hours | Sun:(10:00-11:00) / Mon: (10:30-11:00) /Tue:(10:00-11:00) / Wed: (11:00-12:30) / Thu:(10:00-11:00) |
| Email | Laith.obaidat@iu.edu.jo |

Other Instructors:

|  |  |
| --- | --- |
| Instructor name |  |
| Office No |  |
| Office Phone extension number |  |
| Office Hours |  |
| Email |  |

Course Description *(English/Arabic)*:

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| --- | --- |
| English | In this Course the students will:   1. Learn advanced MS-Office Word. 2. Learn advanced MS-Office Excel. 3. Learn advanced MS-Office Power Point. 4. Learn advanced MS-Office Access. |
| Arabic | 1. **تعلم برنامج مايكروسوفت اوفيس وورد.** 2. **تعلم برنامج مايكروسوفت اوفيس اكسل.** 3. **تعلم برنامج مايكروسوفت اوفيس بوربوينت.** 4. **تعلم برنامج مايكروسوفت اوفيس آكسس.** |

Textbook: *Author(s), Title, Publisher, Edition, Year, Book website.*

|  |
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| Computer Basics Dr.Bitto Kumar vspublishers 2022 |

References: *Author(s), Title, Publisher, Edition, Year, Book website.*

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| Required book (s), assigned reading and audio-visuals:  <https://www.microsoft.com/en-us/education/products/learning-tools> |

Course Educational Objectives (CEOs):

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| --- | --- |
| 1 | Strengthen knowledge in using Windows. |
| 2 | Learn the main skills of computer and Internet. |
| 3 | Strengthen knowledge in using MS-Office Word, MS-Excel, MS-PowerPoint, and Ms-office Access Weekly practice in the lab. |

Intended Learning Outcomes (ILO’s):

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| --- | --- | --- | --- | --- | --- |
|  | Subject Intended learning outcomes (ILOs) describe what students are expected to know and be able to do at the end of the course. These outcomes are related to the knowledge, skill and competence that students acquire: | **Relationship to CEOs** | **Contribution to PLOs** | **Bloom Taxonomy Levels\*** | Descriptors\*\* |
| **A** | **Knowledge and Understanding:** | | | | |
| A1 | Understand computer with others electronically. | 1,2 | 2 | 2 | S |
| **B** | **Intellectual skills:** | | | | |
| B1 | Compare concepts and terminology related to the MS-Office. | 2,3 | 2 | 3 | S |
| B2 | Use skills to work on MS-Office securely. | 1,3 | 2 | 5 | S |
| **C** | **Subject specific skills:** | | | | |
| C1 | Search in the MS-Office Word, MS-Excel, MS-PowerPoint, and Ms-office Access accurately. | 2 | 2 | 4 | S |
| C2 | Design simple MS-Office Templates. | 3 | 2 | 6 | S |
| **D** | **Transferable skills:** | | | | |
| D1 | Use advanced skills MS-Office Word. | 1,2,3 | 2 | 3 | S |

\*Bloom Taxonomy Levels

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Level # | 1 | 2 | 3 | 4 | 5 | 6 |
| Level Name | Knowledge | Comprehension | Application | Analysis | Evaluation | Synthesis |

\*\* Descriptor (National Qualification Framework Descriptors): K: Knowledge, S: Skill, C: Competency.

Program Learning Outcome (PLOs):

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| --- | --- | --- | --- | --- | --- |
| Program Learning Outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviours that students acquire as they progress through the program. A graduate of the (Bachelor) program will demonstrate: | | Descriptors\*\* | | | |
| **K** | **S** | **C** |
|  | **الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع، والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية.** |  | **x** |  |
|  | **الإلمام بمهارات الحاسوب والإنترنت.** |  | **x** |  |
|  | **معرفة القوانين والحقوق الواجبة في التعاملات.** | **x** |  |  |
|  | **الإلمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات** |  |  | **x** |
|  | **معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ الانتماء والمواطنة والحس الوطني.** | **x** |  |  |
|  | **المعرفة بأحداث التاريخ العربي والإسلامي والمعاصر.** | **x** |  |  |

\*\* Descriptors according to the national qualifications framework (K: knowledge, S: skill, C: Competency)

Weekly Schedule *(please choose the type of teaching)*

 Face to Face

Hybrid *(2 Lectures Face – To - Face +1 Lecture Asynchronous)*

 Hybrid (*1 Lectures Face – To - Face +1 Lecture Asynchronous)*

√ Online *(2 Lectures Synchronous +1 lecture Asynchronous)*

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| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **First Lecture**  **(Synchronous)** | **Second Lecture**  **(Synchronous)** | **Third Lecture**  **(Asynchronous)** | **Ach.**  **ILOs** | **Ach.**  **PLOs** | **Descriptors\*\*** |
| 1 | Introduction | Introduction | Introduction | A1,B1,B2 | 2 | S |
| 2 | MS-Word | MS-Word | MS-Word | B1,C2 | 2 | S |
| 3 | MS-Word | MS-Word | MS-Word | B1,C2 | 2 | S |
| 4 | MS-Word | MS-Word | MS-Word | B1,C2 | 2 | S |
| 5 | MS-Word | MS-Word | MS-Word | B1,C2 | 2 | S |
| 6 | MS-Excel | MS-Excel | MS-Excel | A1,B1,D1 | 2 | S |
| 7 | MS-Excel | MS-Excel | MS-Excel | A1,B1,D1 | 2 | S |
| 8 | MS-Excel | MS-Excel | MS-Excel | A1,B1,D1 | 2 | S |
| 9 | Mid-Exam | Mid-Exam | Mid-Exam |  | 2 |  |
| 10 | MS-PowerPoint | MS-PowerPoint | MS-PowerPoint | B1,C1 | 2 | S |
| 11 | MS-PowerPoint | MS-PowerPoint | MS-PowerPoint | B1,C1 | 2 | S |
| 12 | MS-PowerPoint | MS-PowerPoint | MS-PowerPoint | B1,C1 | 2 | S |
| 13 | MS-PowerPoint | MS-PowerPoint | MS-PowerPoint | B1,C1 | 2 | S |
| 14 | MS-Access | MS-Access | MS-Access | A1,B2,D1 | 2 | S |
| 15 | MS-Access | MS-Access | MS-Access | A1,B2,D1 | 2 | S |
| 16 | Final exam | Final exam | Final exam |  | 2 |  |

\* K: Knowledge, S: Skills, C: Competency

Teaching Methods and Assignments:

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| Development of ILOs is promoted through the following teaching and learning methods:  Interactive videos  Practice Labs  Discussion Forums  Quizzes  Other Interactive online activities  Reports |

Course Policies:

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| A- Attendance policies:  The maximum allowed absences is 15% of the lectures.  B- Absences from exams and handing in assignments on time:  Midterm exam can be retaken based on approval of excuse by the instructor's discretion.  Not handing assignment on time will incur penalties.  C- Academic Health and safety procedures  D- Honesty policy regarding cheating, plagiarism, and misbehaviour:  Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.  E- Grading policy:   * All homework is to be posted online through the e-learning system. * Exams will be marked within 72 hours and the marked exam papers will be handed to the students. * Online Activities (Course Videos, Practice labs, Discussion Forums, Quizzes) **20%** * Midterm **30%** * Final Exam **50%**   F- Available university services that support achievement in the course: **E-Learning Platform, Labs, Library.** |

Required equipment:

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| * PC / Laptop with webcam and mic * Internet Connection * Access to the IU E-Learning Platform at: <https://elearn.iu.edu.jo/> * E*-*learning plan * Satisfaction questionnaires for online and face-to-face learning * Software for e-learning * Training |

Assessment Tools implemented in the course:

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| * Final Exam * Midterm Exam * Quizzes * Homework * Practice Labs * Discussion Forums * Periodic reports for learning assessment * Improvement plans for online or face-to-face teaching * Others……. |

Responsible Persons and their Signatures:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course**  **Coordinator** | **Laith Obidat** | **Completed Date** | **15/ 10 / 2023** |
|  |  | **Signature** | **Laith Obidat** |

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| --- | --- | --- | --- |
| **Received by** (Department Head) | **Dr. Ahmad Al-Qatawneh** | **Received Date** | **15/ 10 / 2023** |
|  |  | **Signature** | **Dr. Ahmad Al-Qatawneh** |