

**Course Syllabus**

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

**Course Name: Pre-Computer Skills**

**Course Number: 01100051**

General Course Information:

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| --- | --- |
| Course title | Pre-Computer Skills |
| Course number | 01100051 |
| Credit hours  | 0 |
| 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 | At the end of the course, students are expected to:* Introduction of computing and information Technology: basic structure of digital computer systems, microcomputer.
* Introduction of operating systems: Types of operating systems.
* Introduction of Application software: Types of software (system software and application software).
* Introduction of data communication and networks: Types of networks and networks devices.
* Introduction of Internet Skills: Web Surfing, Email Systems.
* MS-Office skills Learning: MS-Excel, MS-PowerPoint.
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| Arabic | * مقدمة في الحوسبة وتكنولوجيا المعلومات: البنية الأساسية لأنظمة الكمبيوتر الرقمية، الحواسيب الصغيرة.
* مقدمة عن أنظمة التشغيل: أنواع أنظمة التشغيل.
* مقدمة عن البرامج التطبيقية: أنواع البرامج (برامج النظام والبرامج التطبيقية).
* مقدمة عن اتصالات البيانات والشبكات: أنواع الشبكات وأجهزة الشبكات.
* مقدمة عن مهارات الإنترنت: تصفح الويب، وأنظمة البريد الإلكتروني.
* تعلم مهارات MS-Office: MS-Excel، MS-PowerPoint.
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Textbook: *Author(s), Title, Publisher, Edition, Year, Book website.*

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| Computer Basics Dr.Bitto Kumar vspublishers 2020  |

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 | Establish strong knowledge about computing and Information Technology, basic structure of digital computer systems, microcomputer, operating systems, Application Software, data communication and networks. |
| 2 | Learn the main skills of computer and Internet. |
| 3 | Strengthen knowledge in using Windows, Internet, Ms-Office, Ms-Excel, and MS-PowerPoint, 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 Basic concepts of information technology. |  1,3 |  2 |  2 | S |
| **B** | **Intellectual skills:** |
| B1 | Compare concepts of Internal CPU structure and operation. |  2,3 |  2 |  5 | S |
| B2 | Use skills to know the different and specifications of all types of input/output devices. |  2,3 |  2 |  3 | S |
| **C** | **Subject specific skills:** |
| C1 | Search the Types and specifications of memory and secondary storage |  2 |  2 |  3 | S |
| C2 | Design simple software with understanding types and functions. |  3 |  2 |  6 | S |
| **D** | **Transferable skills:** |
| D1 | Use advanced skills of Computer network. |  1,2,3 |  2 |  4 | 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 | Computer Definition | Computer working principle | A1,B1,B2 | 2 | S |
| 2 | Computer Components | Information Technology | Types of Computers | A1,B1,B2 | 2 | S |
| 3 | Computer Hardware | Input Devices | Input Devices | B1,C1 | 2 | S |
| 4 | Memory  | Storage Devices | Output Devices | B1,C1 | 2 | S |
| 5 | Main Memory | Cache Memory | Data Representation in Memory | B1,C1 | 2 | S |
| 6 | Storage Devices | Storage Devices | Computer Performance | B1,C1 | 2 | S |
| 7 | Computer Software | Kinds of Software | System Software | A1,B1,D1 | 2 | S |
| 8 | Application Software | Application Software | Types of Software (According to Source) | A1,B1,D1 | 2 | S |
| 9 | Systems Development | Systems Development | Interfaces | A1,B1,D1 | 2 | S |
| 10 | Mid-Exam | Mid-Exam | Mid-Exam |  | 2 |  |
| 11 | Data Communications | Types of Networks | Main Network Devices | A1,B1 | 2 | S |
| 12 | Network Topologies | Internet Network | Intranet and Extranet Networks | A1,B1 | 2 | S |
| 13 | Computer Security Threats | Computer viruses | Types of viruses | B1,B2,C2 | 2 | S |
| 14 | Precautions to prevent virus infection | Precautions to prevent virus infection | Software Theft | B1,B2,C2 | 2 | S |
| 15 | Software Theft | Unauthorized access and use of computer systems | Unauthorized access and use of computer systems | B1,B2,C2 | 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 videosPractice LabsDiscussion ForumsQuizzesOther Interactive online activitiesReports  |

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 proceduresD- 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
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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…….
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Responsible Persons and their Signatures:

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| **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** |