



The University of Jordan

COURSE Syllabus

1	Course title	Documentation and Ethics
2	Course number	
3	Credit hours (theory, practical)	3
	instructor	Dima Alrawashdeh
4	Prerequisites/corequisites	Fundamentals of Information Technology
5	Program title	Department of Computer Information Systems
6	Program code	02
7	Awarding institution	The University of Jordan, Aqaba
8	Faculty	Information Technology and Systems
9	Department	Department of Computer Information Systems
10	Level of course	Bachelor
11	Year of study and semester (s)	2019-2020 / Second Semester
12	Final Qualification	B.Sc. Degree in Business Information Technology
13	Other department (s) involved in teaching the course	CIT
14	Language of Instruction	English
15	Date of production/revision	16 January 2020

16. Course Coordinator:

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17. Other instructors:

N/A

18. Course Description:

This course introduces students to the technical definition, development documentation, system definition and specification – proposals, program report, instructions and manuals, project reports, research reports, resumes and interviews, team meeting reports, presentation and briefings, abstracts and summaries. In addition, this course introduces guidelines of how to write ethically.

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19. Course aims and outcomes:

A- Aims:

This course aims to enable students to know the different types of written documents such as reports, books, articles, proposals, user manuals, project reports, 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. At the end of this course, students must have the required skills for writing a technical report and present it in the class.

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) 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.

B. Intellectual skills: students should be able to

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.

C. Subject Specific skills: students should be able to

C1) Implement practical cases, by using different type of technical communication methods and documentation styles.

D. Transferable Skills: students should be able to

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.

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Chapter 1: Technical Writing Basics Technical Writing Basics	1, 2		A1, A2	Quiz	Reading from (Text book)
Chapter 2: Writing Style	2, 3		A1, A2	Quiz	Reading from (Text book)
Chapter 3: Data Presentation	4		A1, A2, B1, D2	Quiz	Reading from (Text book)
Chapter 4: Report Introduction	5, 6		A1, A2, B1, D2	Quiz	Reading from (Text book)
Chapter 5: Main Text	7, 8		A1, A2, B1, D2	Quiz	Reading from (Text book)
Chapter 6: Conclusions and Supporting Sections	9, 10		A1, A2, B1, B2, D1, D2	Quiz	Text book
Chapter 7: Applications	11, 12, 13		A1, A2, B1, B2, D1	Quiz	Text book
Chapter 8: Writing Ethically	14, 15		A1, A2, B1, B2, D1	Quiz	Text book
Revisions and Presentation	16		D3	Presentation	Text book

22. Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods: Lecture, lab and presentation

22. Evaluation Methods and Course Requirements:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements: Written exams measuring the level of course objectives attained, the exams are supposed to cover the theoretical understanding level, solving common problems and analytical thinking. Deliverables and Group-work includes presentations, technical reports and discussions. Discipline and active participation are highly encouraged and will be measured according to the percentage of class attendance, in-class positive contributions, demonstrations, reviews, analytical thinking, or any positive attitude. Students are highly encouraged to present their innovative and extraordinary contributions that will be rewarded by bonus mark

No	Evaluation Type	Weight	Date	Notes
1	Midterm Exam: Written exam covering knowledge, interpretation and design skills.	30%	TBD	
2	Final Exam: Written exam	50%	TBD	

	covering knowledge, interpretation and design skills.			
3	Activities Quizzes (2 quizzes at least)	20%	TBD	

23. Course Policies:

- A- Attendance policies: Students are expected to attend class; there is no system of permitted absences. The instructor in each class determines the effect of absences on a student's grade in that class." Students may not normally receive credit for a course if they do not attend 15% of the class meetings
- B- absences from exams and handing in assignments on time: Makeup exam should not be given unless there is a valid excuse. Arrangements to take an exam at a time different than the one scheduled MUST be made prior to the scheduled exam time.
- C- Health and safety procedures:
- D- Honesty policy regarding cheating, plagiarism, misbehaviour:
- E- Grading policy:
- F- colleagues while talking or discussing an issue is prohibited and will result in an expel and a penalty. Late homework and assignments delivery may result in having ZERO grade for that particular

24. Required equipment:

Any web application software, or mobile development environment. Examples: App Inventor by MIT, e-Commerce CMS, .

25. References:

- Required book (s), assigned reading and audio-visuals Laura J Guark, John M. Lannon, Concise. Guide to Technical communication, A,3/E, Longman, 2007 Recommended books, materials, and media:
1. Riordan Daniel and Pauley Wisconsin, Technical Report Writing Today, 8th Ed., Houghton Mifflin College Division, 2002.
 2. The University of Jordan Electronic library (E-Library). Available on: <http://library.ju.edu.jo/eliblink.asp>
 3. Questia magazine (<http://www.questia.com>)
 4. Journal of Communication

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