

**The University of Jordan**

**Accreditation & Quality Assurance Center**



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| **1** | Course title | Basics of Computer |
| **2** | Course number | 5411099 |
| **3** | Credit hours (theory, practical) | 3 (theory + practical) |
| Contact hours (theory, practical) | 2 theory + 1 practical |
| **4** | Prerequisites/corequisites | Prerequisites :None/ co requisites :5402202 or 5401201 |
| **5** | Program title | Computer Information Systems |
| **6** | Year of study and semester (s) | First Semester 2019/2020 |
| **7** | Final Qualification | B.Sc. in Computer Information Systems |
| **8** | Other department (s) involved in teaching the course | None |
| **9** | Language of Instruction | English |
| **10** | Date of production/revision | production : 17-9-2019/ revision :20-9-2019 |
| **11** | required/ Elective | Required |

**12. Course Coordinator:**

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**13.** **Other instructors**:

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| *Dr.*  *Office :*  *Office Hours:*  *Phone :*  *E-mail :* |

**14. Course Description:**

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| Basics of Computer course introduces students to information technology and communication. It includes an introduction to information technology, types of computers, and structure of digital computer systems, computer software (system SW and application SW), Internet and networks, security, use of ICT in our daily life. The course also aims to enhance students’ practical skills in using effectively the following software packages: Microsoft Windows 10, MS-Office 2016(Word and PowerPoint), and Internet browsers such as Microsoft edge. Classes of Basics of Computer courses are held in labs to give students the opportunity to practice and exercise. |

**15. Course aims and outcomes:**

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| Aims:  The main goal of this course is to enable students to gain the practical basic skills in both application software and Windows 10 operating system. The course also equips students with theoretical knowledge in computer hardware, software and networking concepts in computer systems.  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) 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 data communication and network.  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, encryption, smart cards and so on. |
| **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 in everyday work.  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) Make 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 the internet and open search engines, email websites, 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 Excel for spreadsheet, functions and charting in an intelligent way. |
| **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:**

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| Topics | Week | ILOs | Program SOs | ABET SOs | **TLA** (Teaching , Learning and Assessment) |
| Theoretical introduction:  Computer and Hardware & Software | 1 | A1,A2, A3,B1 | 1 | A | **T**: Lectures  **L**: Reading from (Text Book):  Chapter 1, Chapter 2, Lecture notes. |
| Windows 10 | 2-3 | A5,B3, C1 | 1,3 | I | **T**: Lectures, lab and presentation  **L**: Reading from (Text Book):  Chapter 8, Lecture notes. Practicing in lab.  **A**: Assignment 1 in the E-learning platform |
| Training Lecture | Train all students on E-learning platform (<https://elearning.ju.edu.jo/>) | | | | |
| The Internet and communications: | 4-5 | C2 | 1,3 | I | **T**: Lectures, lab and presentation  **L**: Reading from (Text Book):  Chapter 13, Lecture notes. Practicing in lab.  **A**: Assignment 2 in the E-learning platform |
| Midterm Exam | 6 |  |  |  | **A**: Automated Exam |
| Ms Word 2016 | 7-9 | A6, B4, C3, D1. D2 | 1,3, 15 | I | **T**: Lectures, lab and training file  **L**: Reading from (Text Book):  Chapter 9, Lecture notes. Practicing in lab.  **A**: Assignment 3 in the E-learning platform |
| Ms PowerPoint 2016 | 10-11 | A6, D1, D2 | 1,3 | I | **T**: Lectures, lab and training file  **L**: Reading from (Text Book):  Chapter 12, Lecture notes. Practicing in lab.  **A**: Assignment 4 in the E-learning platform |
| Ms Excel 2016 | 12-13 | A6,C4, D1, D2 | 1,3 | I | **T**: Lectures, lab and training file  **L**: Reading from (Text Book):  Chapter 10, Lecture notes. Practicing in lab.  **A**: Assignment 5 in the E-learning platform |
| introduction to:  Cloud computing,  Google [Cloud Services](https://cloud.google.com/),  Microsoft Office 365 | 14 | B5 | 4 | G | **T**: Lectures, lab and training file  **L**: Reading from:  Lecture notes. Practicing in lab. |
| Final Exam | 15 |  |  |  | **A**: Automated Exam |

**17. Evaluation Methods and Course Requirements (Optional):**

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| **Teaching (T) Strategies:** Class Contact is 3 Hour per week. The lecturer of the course gives 3 hours per week while students should practice in lab; however, the course is counted as 3 credit hours for students. The Course will be delivered using different means like lectures in the lab, presentations, assignment discussion, training files, and case studies.  **Learning (L) Methods:** Students attend classes in lab for 3 hours per week, they ask questions and participate in discussions, do the assignments, present their homework and PowerPoint presentation. A student will use the lab every lecture to practice the skills he/she is gaining and to do the assignments. Students will access the e-learning platform for more instruction and supported learning materials.  **Assessment (A) Methods:** There will be several assessment methods of evaluation the performance of the students such as attending and class participation, grading the homework in the e-learning platform, quizzes and assignments; conducting the First, Second and the Final Exams. Every student is expected to completely adhere to the assignments and project strict deadlines, absolutely no exceptions will be given. |

**18. Course Policies:**

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| 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.  C- Health and safety procedures:  Practical sessions need labs which are suitable adjustable chairs, safe computers and wires should be well organized.  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:  This course is a “Pass” or “Fail” course with a minimum passing grade of 50 points:  **Pass>= 50**  **Fail < 50**  Assessment will be as follows:   |  |  | | --- | --- | | Midterm Exam | 30% | | Assignments | 20% | | Final Exam | 50% |   F- Available university services that support achievement in the course:  Computer Labs. |

**19. Required equipment:**

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| 1- Personal computers in a lab.  2- Data show  3- Windows 10  4- MS Word 2016  5- MS PowerPoint 2016  7- E-mail Account on yahoo.com and GMAIL for each student. |

**20. References:**

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| A- Required book (s), assigned reading and audio-visuals:  Text book (TB):  الحاسوب والبرمجيات الجاهزة – المهارات الاساسية , د." محمد بلال" الزعبي، د.أحمد الشرايعة,سهير عبدالله , خالدة  الزعبي. الطبعة الخامسة 2018 . دار زمزم للنشر و التوزيع. عمان-الأردن.  B- Recommended books, materials, and media:   1. <https://edu.gcfglobal.org/en/> 2. http://Elearning.ju.edu.jo 3. http://office.microsoft.com |

**21. Additional information:**

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| 1. الامتناع المدبر عن حضور المحاضرات أو الدروس أو عن الأعمال الاخرى التي تقضي الأنظمة بالمواظبة عليها ، وكل تحريض على هذا الامتناع سوف يؤدي الى حرمان الطالب من المادة المعنية. 2. في حالة التغيب عن امتحان منتصف الفصل و الامتحان النهائي لن يكون هناك امتحان تعويضي إلا في حالة وجود عذر وحالة طارئة من المستشفى. على الطالب إبراز العذر لمدرس المادة في فترة لا تتجاوز الثلاثة أيام من تاريخ الامتحان, و للمدرس الحق في قبول او رفض العذر , وحسب التعليمات.   For more details on University regulations please visit http://www.ju.edu.jo/rules/index.htm |

Name of Course Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of curriculum committee/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of curriculum committee/Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_