**COURSE Syllabus**

**Course Name: Pre-Computer Skills**

**Course Number: 01100051**

General Course Information:

|  |  |
| --- | --- |
| Course title | Pre-Computer Skills  |
| Course number | 01100051 |
| Credit hours (theory, practical) | 0 |
| Contact hours (theory, practical) | Sun,Tue,Thu:(2:00-3:00)/ Mon,Wed: (11:00-12:30) |
| Prerequisites/co requisites | None |
| Academic Program | Bachelor |
| Program code | 10 |
| Awarding institution | Isra University |
| Faculty | Arts Faculty |
| Department | Courses Service |
| Level of course  | 1-1 |
| Academic year /semester  | 2019-2020/ First Semester  |
| Awarded qualification | Bachelor Degree |
| Other department(s) involved in teaching the course | All university Departments  |
| Language of instruction | English |
| Date of production/revision | 16-10-2019 |

Course Coordinator:

|  |
| --- |
| Coordinator's Name: Dr . Abullah Alali Office No.: Office Phone: *2442*Office Hours: Sun: (11:00-12:00)/ Mon: (9:30-11:00) /Tue:(1:00-2:00) / Wed: (12:30-02:00) /Thu:(03:00-04:00)**Email:**  Abdulla.Alali@iu.edu.jo  |

Other Instructors:

|  |
| --- |
| Coordinator's Name: Dr . Abullah Alali Office No.: Office Phone: *2442*Office Hours: Sun: (11:00-12:00)/ Mon: (9:30-11:00) /Tue:(1:00-2:00) / Wed: (12:30-02:00) /Thu:(03:00-04:00)**Email:**  Abdulla.Alali@iu.edu.jo  |

Course Description:

|  |
| --- |
| In this Course the students will:1. Introduction of computing and information Technology: basic structure of digital computer systems, microcomputer.
2. Introduction of operating systems: Types of operating systems.
3. Introduction of Application software: Types of software(system software and application software).
4. Introduction of data communication and networks: Types of networks and networks devices.
5. Introduction of Internet Skills: Web Surfing, Email Systems.
6. MS-Office skills Learning: MS-Excel, MS-PowerPoint .
 |

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

|  |
| --- |
| Computer Basics Dr.Bitto Kumar vspublishers 2015 |

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

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

Course Educational Objectives (CEOs):

|  |  |
| --- | --- |
|  | To make a strong Knowledge about computing and Information Technology, basic structure of digital computer systems, microcomputer, operating systems, Application Software, data communication and networks. |
|  | Learn the main skills of computer and Internet. |
|  | Strengthen knowledge in using Windows, Internet, Ms-Office, Ms-Excel, and MS-PowerPoint, Weekly practice in the lab. |

Intended Learning Outcomes (ILO’s):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Intended Learning Outcomes (ILO’s) | **Relationship to CEOs** | **Contribution to PLOs** |
| 1. A
 | Knowledge and Understanding: |
| 1. A1
 | Understand Basic concepts of information technology. | 1,3 | b |
| 1. B
 | Intellectual skills: |
| 1. B1
 | Compare concepts of Internal CPU structure and operation. | 2,3 | b |
| 1. B2
 | Use skills to know the different and specifications of all types of input/output devices. | 2,3 | b |
| 1. C
 | Subject specific skills: |
| 1. C1
 | Search the Types and specifications of memory and secondary storage | 2 | b |
| 1. C2
 | Design simple Software with understanding types and functions. | 3 | b |
| 1. D
 | Transferable skills: |
| 1. D1
 | Use advanced skills of Computer network. | 1,2,3 | b |

Topic Outline and Schedule:

|  |  |  |
| --- | --- | --- |
| **Topic** | **Weeks** | **Achieved ILOs** |
| Introduction  | 1. 1
 | A1,B1,B2 |
| **Hardware** | 1. 2
 | A1,B1,B2 |
| **Hardware**  | 1. 3
 | B1,C1 |
| **Memory and Secondary Storage**  | 1. 4
 | B1,C1 |
| **Memory and Secondary Storage**  | 1. 5
 | B1,C1 |
| The First Exam  | 1. 6
 |  |
| **Number Systems** | 1. 7
 | A1,B1 |
| **Software** | 1. 8
 | A1,B1 |
| **Software** | 1. 9
 | A1,B1 |
| **Data Communication and Computer Networks**  | 1. 10
 | A1,B1,D1 |
| The Second Exam | 1. 11
 |  |
| **Data Communication and Computer Networks**  | 1. 12
 | A1,B1,D1 |
| **Data Communication and Computer Networks**  | 1. 13
 | B1,B2 |
| **Computer Ethics** | 1. 14
 | B1,B2 |
| **Computer Ethics**  | 1. 15
 | B1,B2 |
| **Final exam** | 1. 16
 |  |

Teaching Methods and Assignments:

|  |
| --- |
| Development of ILOs is promoted through the following teaching and learning methods:Lectures |

Course Policies:

|  |
| --- |
| A- Attendance policies:The maximum allowed absences is 15% of the lectures.B- Absences from exams and handing in assignments on time:First Exam and second 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.

F- Available university services that support achievement in the course: **Labs, Library.** |

Required equipment:

|  |
| --- |
| * **Computers**
* **Data Show**
 |

Assessment Tools implemented in the course:

|  |
| --- |
|  ☐ First Written Exam. ☐ Second Written Exam. ☐ Final Written Exam. |

Program Learning Outcome (PLOs):

|  |
| --- |
| 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 () program will demonstrate |
|  | الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع, والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية. |
|  | الإلمام بمهارات الحاسوب والإنترنت. |
|  | معرفة القوانين والحقوق الواجبة في التعاملات. |
|  | الإلمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات. |
|  | معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ الانتماء والمواطنة والحس الوطني. |
|  | المعرفة بأحداث التاريخ العربي والإسلامي والمعاصر. |

Responsible Persons and their Signatures:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** **Coordinator** | **Dr.Abdullah Alali & Laith Obidat** | **Completed Date** | 16/10/2019 |
|  |  | **Signature** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Received by** (Department Head) |  | **Received Date** | / / |
|  |  | **Signature** |  |