



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):

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.

Computer Basics Dr.Bitto Kumar vspublishers 2022

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):

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):

	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):

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
1.	الإمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع، والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية.		x	
2.	الإمام بمهارات الحاسوب والإنترنت.		x	
3.	معرفة القوانين والحقوق الواجبة في التعاملات.	x		
4.	الإمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات			x
5.	معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ الانتماء والمواطنة والحس الوطني.	x		
6.	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)

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:

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:

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:

- 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:

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