



Course Syllabus
According to JORDAN National Qualification
Framework (JNQF)

Course Name: Pre-Computer Skills

Course Number: 01100051

General Course Information:

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):

English	<p>At the end of the course, students are expected to:</p> <ul style="list-style-type: none">• 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.
Arabic	<ul style="list-style-type: none">• مقدمة في الحوسبة وتكنولوجيا المعلومات: البنية الأساسية لأنظمة الكمبيوتر الرقمية، الحواسيب الصغيرة.• مقدمة عن أنظمة التشغيل، أنواع أنظمة التشغيل.

	<ul style="list-style-type: none"> • 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-PowerPoint. ، MS-Office: MS-Excel
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Textbook: Author(s), Title, Publisher, Edition, Year, Book website.

Computer Basics Dr.Bitto Kumar vspublishers 2020
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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
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Course Educational Objectives (CEOs):

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):

	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):

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.	الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع، والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية.		x	
2.	الإلمام بمهارات الحاسوب والإنترنت.		x	
3.	معرفة القوانين والحقوق الواجبة في التعاملات.	x		
4.	الإلمام 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	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:

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