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):

1.	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.
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):

1.		Intended Learning Outcomes (ILO's)	Relationship to CEOs	Contribution to PLOs
2.	A	Knowledge and Understanding:		
3.	A1	Understand Basic concepts of information technology.	1,3	b
4.	B	Intellectual skills:		

		Topic	Weeks	Achieved ILOs

5.	B1	Compare concepts of Internal CPU structure and operation.	2,3	b
6.	B2	Use skills to know the different and specifications of all types of input/output devices.	2,3	b
7.	C	Subject specific skills:		
8.	C1	Search the Types and specifications of memory and secondary storage	2	b
9.	C2	Design simple Software with understanding types and functions.	3	b
10.	D	Transferable skills:		
11.	D1	Use advanced skills of Computer network.	1,2,3	b

Topic Outline and Schedule:

Topic	Weeks	Achieved ILOs
Introduction	12. 1	A1,B1,B2
Hardware	13. 2	A1,B1,B2
Hardware	14. 3	B1,C1
Memory and Secondary Storage	15. 4	B1,C1
Memory and Secondary Storage	16. 5	B1,C1
The First Exam	17. 6	
Number Systems	18. 7	A1,B1
Software	19. 8	A1,B1
Software	20. 9	A1,B1
Data Communication and Computer Networks	21. 10	A1,B1,D1
The Second Exam	22. 11	
Data Communication and Computer Networks	23. 12	A1,B1,D1
Data Communication and Computer Networks	24. 13	B1,B2
Computer Ethics	25. 14	B1,B2
Computer Ethics	26. 15	B1,B2
Final exam	27. 16	

Teaching Methods and Assignments:

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

ISRA UNIVERSITY
QUALITY ASSURANCE

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 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.

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

a.	الإلمام بالمهارات الأساسية للاتصال والتواصل اللغوي (مهارات الاستماع, والمحادثة والقراءة والكتابة) باللغتين العربية والإنجليزية.
b.	الإلمام بمهارات الحاسوب والإنترنت.
c.	معرفة القوانين والحقوق الواجبة في التعاملات.
d.	الإلمام بمهارات التفكير الناقد والإبداعي والابتكاري وأسلوب حل المشكلات.
e.	معرفة الاتجاهات الأخلاقية والإنسانية والاجتماعية والقيم الدينية ومبادئ الانتماء والمواطنة والحس الوطني.
f.	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	