The Hashemite University
Faculty of Science
Course Syllabus
Department of Basic sciences

Course Title:	Computer Skills 99	**Course Number:**	0108099
Designation:	Compulsory	**Prerequisite(s):**	-
Instructor:	Alaa obeidat	**Instructor's e-mail:**	Alaa@hu.edu.jo

Course Description (catalog): This course is a general introduction to computer skills, which give the students the abilities and activities to understand the computer types, components, and functions. It provides students the ideal way of using computers. It introduces the hardware components and their functions, and in more details, covers the system software and application software. This course addresses the basic concepts of Internet and provided services.

Textbook(s) and/or Other Supplementary Materials:

- O'Leary Timothy; O'Leary, Linda, "Computing Essentials 2011, Complete Edition", McGraw-Hill Higher Education.

References:

- Ambrose, Ann. AUTH, "Computer literacy basics: a comprehensive guide to IC3", Thomson Course Technology, 2020.
- صالح العقيلي, مصطفى ياسين, علي الزعبي,"المهارات الحاسوبية الأساسية و البرمجيات الجاهزة", دار الشروق, 2023.

Major Topics Covered:

Topics	No. of Weeks	Contact hours*
Introduction to Information Systems, People, Software, System Software, Application Software, Hardware, Types of Computers, Microcomputer Hardware, Data, Connectivity, the Wireless Revolution, and the Internet.	1	3
The Internet and the Web, Access Providers, Browsers, Communication, E-Mail, Instant Messaging, Search Tools, Electronic Commerce, Web Utilities.	2	6
Application Software: Word Processors, Spreadsheets, Database Management Systems, Presentation Graphics, Integrated Packages, Software Suites.	2	6
System Software, Operating Systems, Functions, Features, Categories, Windows, Utilities, Device Drivers.	2	6
System Unit,, Electronic Data and Instructions, System Board, Microprocessor, Memory, Expansion Slots and Cards, Ports, Power Supply.	2	6
Input and Output, Keyboard Entry, Pointing Devices, Scanning Devices, Image Capturing Devices, Audio-Input Devices, Monitors, Printers, Audio-Output Devices, Combination Input and Output Devices,	2	6
Secondary Storage, Hard Disks, Solid State Storage, Optical Discs, Other Types of Secondary Storage, Mass Storage Devices.	2	6
Communications and Networks, Network Types.	1	3
Your future and information technology.	1	3
Total	15	45

*Contact hours include lectures and exams

Specific Outcomes of Instruction (Course Learning Outcomes):
After completing the course, the student will be able to:

- Identify and understand the basics of computer terminology and components of computer system. (a)
    - Explain the five parts of an information system: People, Software, Hardware, procedure, and data. (a)

- Identify and describe hardware components of computer systems and articulate their use. (a, k)
- Identify and demonstrate knowledge of different types of system and application software. (a, k)
- Create and manage worksheets, presentations, documents and reports using spreadsheets, word processing, presentation graphics, and database software. (a, k)
- Identify and describe the basic functions, features, categories of operating systems on an example of Microsoft Windows XP. (a, k)
- Understand basic Internet terminology and Internet services. (a, k)
- Access and use telecommunications and Internet technologies. (a, k)
- Identify and understand the functions and uses of Input and output devices. (a, k)

Student Outcomes (SO) Addressed by the course:

#	Outcome Description	Contribution
	Applied and Natural Sciences Student Outcomes	
(a)	an ability to apply knowledge of mathematics, science, and applied sciences	H
(b)	an ability to design and conduct experiments, as well as to analyze and interpret data	
(c)	an ability to formulate or design a system, process or program to meet desired needs	M
(d)	an ability to function on multidisciplinary teams	
(e)	an ability to identify and solve applied sciences problems	L
(f)	an understanding of professional and ethical responsibility	
(g)	an ability to communicate effectively	
(h)	the broad education necessary to understand the impact of solutions in a global and societal context	
(i)	a recognition of the need for, and an ability to engage in life-long learning	
(j)	a knowledge of contemporary issues	
(k)	an ability to use the techniques, skills, and modern scientific and technical tools necessary for professional practice.	M
	H=High, **M**=Medium, **L**=Low	

Grading Plan:

Mid Exam	50 Points
Participation	10 Points
Final exam	40 Points

General Notes:

Attendance: the student should access all the online materials; which is available on the E-course. http://www.e-course.hu.edu.jo/

Make ups: Make up exams will be only conducted for students who have a valid excuse for missing the exams. Bear in mind that make up will be much harder than the normal exam.

Cheating: Don't risk your semester. Be smart enough to pass.

Prepared by: **Alaa obeidat**