The University of Jordan

Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	**Basics of Information Technology**
2	Course number	807211
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	
5	Program title	Library and information science
6	Program code	70
7	Awarding institution	University of Jordan
8	Faculty	Faculty of educational sciences
9	Department	Library and information science
10	Level of course	Undergraduate programme
11	Year of study and semester (s)	Second year – first or second semester
12	Final Qualification	BA in Library and information science
13	Other department (s) involved in teaching the course	
14	Language of Instruction	English
15	Date of production/revision	Dec 2015

16. Course Coordinator:

Office numbers, office hours, phone numbers, and email addresses should be listed.

Dr. Faten Hamad
On semester time
Office phone number: 24579
f.hamad@ju.edu.jo

17. Other instructors:

Office numbers, office hours, phone numbers, and email addresses should be listed.

Dr. Faten Hamad
Office hours Sunday Tuesday and Thursday 11 to 12
Office phone number: 24579
f.hamad@ju.edu.jo

18. Course Description:

As stated in the approved study plan.
Course Description

Information technology basics; components, computer hardware: memory, CPU, machine cycle. Numbering system: decimal, binary, octal, hexadecimal, operations, data representation, coding. Communications and networks multimedia, E-business, system software and applications, information system: analysis and development, problem solving: algorithm, flowchart, pseudo

code. The application of information technology in different contexts, such as in library, in health, in computer and in business.

The Goal
The main goal of this course is to enable students to understand the basics of Information Technology and its role in their daily application.

1. 19. Course aims and outcomes:

2.

3. A- Aims:
The aim of this course is to understand the basic concepts Information Technology, and its application in daily life and in various organizations.

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to …

Enable students to:

1. Understand the basic concepts of information technology
2. Understand what is communication and network
3. Understand how computers work, their hardware, software, people components.
4. Understanding coding systems, numbering systems.
5. Define computer device (Input/Output/Process, Storage).
6. Understand internet usage and applications.
7. Deal with numbering systems (conversion, operations)
8. Distinguish between system software and application software
9. Describe the internet and the web
10. Distinguish between all computer parts

20. Topic Outline and Schedule:

Weeks	Course Contents
1	Information Technology, the Internet and you • Information systems • Information systems component (People, Procedures, Software, Hardware, Data). • Connectivity, Wireless revolution, and the internet
2-3	Numbering Systems: • Decimal, Binary, octal and hexadecimal • Arithmetic operations in Binary • Addition and subtraction in octal and hexadecimal • Complements one's and two's • Subtraction using complements. **……Assignment 1 (with 5 marks)……**
3-4	The internet, the Web, and electronic commerce • The internet and the Web • Internet access • Communications • Search Tools

	• E-commerce • Web utilities
Mid Term Exam	
4-6	Basic Application Software • Application Software • Word Processors • Spread Sheets • Data base Management systems • Presentation graphics • Integrated Packages • Software Suites • Sharing data between applications **…….. Assignment 2 (with 5 marks)……**
7-8	The System Software • Operating Systems • Utilities • Device drivers
9-10	The System Unit • System unit • Electronic data and instructions (coding) • System board (Microprocessor, Memory, System clock) • Expansion slots and cards • Bus lines and ports • Power supply.
11-12	Input and Output • What is input? • Input device(keyboard, pointing, scanning, image capturing, digitalizing, audio input devices) • What is output? • Output devices(monitors, printers, audio output) • Combination input and output devices
13-14	Secondary Storage • What is storage? • Storage devices (Floppy disk, hard disk , optical disk) Other types of secondary storage
15	Communications and networks • Communication channels • Connection devices and data transmission • Networks(types and architecture) • Organizational internets(intranets and extranets) **…….. Assignment 3 (with 5 marks)……**

21. Teaching Methods and Assignments:

Lectures are given to students through power point slides.
Teaching material is based on the reference book.

22. Evaluation Methods and Course Requirements:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

One mid-term exam
Assignments
One final exam
10 marks also go for participation and attendance

23. Course Policies:

A- Attendance policies:

Attendance is registered every lectures and entered into the system

B- Absences from exams and handing in assignments on time:

Make up exam is set for students with valid excuse

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehaviour:

Any cheating cases are to be reported (non so far!)

E- Grading policy:

Following ideal answer in some questions, allowing flexibility in the analytical questions since they allow different perspective and thinking, taking into consideration logical thinking.

F- Available university services that support achievement in the course:

Having a data show to demonstrate lectures

24. Required equipment:

Data show only

25. References:

- Handouts.
- **Textbook (TB)**

O'leary, T, J. and O'Leary, L,I. (2014). Computing Essentials. complete edition, MCGraw ISBN 0-07-226110-2

26. Additional information:

Name of Course Coordinator: ----------Signature: ---------- Date: ----------

Head of curriculum committee/Department: ---------- Signature: ----------

Head of Department: ---------- Signature: ----------

Head of curriculum committee/Faculty: ---------- Signature: ----------

Dean: ---------- -Signature: ----------

Copy to:
Head of Department
Assistant Dean for Quality Assurance
Course File