



مركز الاعتماد
وإضمان الجودة
ACCREDITATION & QUALITY ASSURANCE CENTER



The University of Jordan

Accreditation & Quality Assurance Center

Course Syllabus

Course Name: Using Computers in Education

1	Course title	Using Computers in Education
2	Course number	0802204
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	None
5	Program title	Classroom Teacher
6	Program code	4
7	Awarding institution	The University of Jordan
8	Faculty	School of Educational Sciences
9	Department	Curriculum and Instruction
10	Level of course	B.A/Second year
11	Year of study and semester (s)	Fall Semester 2016/2017
12	Final Qualification	B.A
13	Other department (s) involved in teaching the course	None
14	Language of Instruction	Arabic and the Computer commands in English
15	Date of production/revision	November, 2016

16. Course Coordinator:

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

There is no coordinator for this course since the total sections offered for this semester is three only, which is less than four.

17. Other instructors:

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

Dr. Muhannad Anwar Al-Shboul; office No. 203, second floor, School of Educational Sciences; office hours: Sunday, Tuesday, Thursday 10:00-11:00 am & Sunday 4:15-5:00 pm.

18. Course Description:

As stated in the approved study plan.

This course aims at providing an essential knowledge of computer technology and literacy; the role of computer technology in the learning and teaching process; computer literacy; computer-aided instruction; computer-managed instruction; computer applications in education; operating systems; word processing; spreadsheet; and databases; using computer programs such as Microsoft publisher, Excel, word and PowerPoint in classroom practices.

Furthermore, this course provides an introduction to using computers and technology in education. The various uses of computers and technology in education are examined in depth as participants are introduced to a wide variety of K-12 educational software and the Internet, and explore pedagogical issues raised by the use of computers for students and teachers. Finally, the course looks at ways in which technology may be used as

a tool to facilitate changes in the ways teachers teach and students learn. The course has a field component where students observe computers being used in the classroom.

19. Course aims and outcomes:

A- Aims:

It is expected from the student after studying this course to fulfil the following course objectives:

- Familiarity with the role and functions of computers in education.
- Identify the issues and trends in the use of computers in classroom teaching.
- Familiarity with different software tools.
- Develop skills in preparing instructional materials using different software tools.
- Gain skills in developing instructional plan applying instructional system design model.
- Create instructional materials using different computer-based resources.
- Compile a digital portfolio.

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

Academic Skills (knowledge and understanding):

- Acquire knowledge of computers, its applications and software.
- Understand the basics (fundamentals) of computer and its accessories.
- Acquire knowledge of the essential role of computers in education.
- Recognize the importance of computers in education.

Analytical Cognitive Skills:

- Acquire the skills of operating a computer in multifarious activities pertaining to teaching.
- Understand features of MS. Office and their operations.
- Develop skill in using MS-Word, PowerPoint, Spread sheets, and Publisher.

Particular Relevant Skills:

- Appreciate the value of CAI/CML packages on optional subjects and use them in class room instruction.
- Acquire skill in accessing World Wide Web and Internet and global accessing of information.

Transitional Transformative Skills:

- Integrate technology in to classroom teaching and learning strategies.
- Design an e-Content to an educational course using MS. PowerPoint software.
- Evaluate Educational software according to the principles of instructional design standards.

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Chapter 1: The importance of computers in education	1	Dr. Muhannad Al-Shboul	Recognize the importance of computers in education	Theoretical Exam (within the 1 st exam material)	Srinivasan, T. (2012). Use of Computers and Multimedia in Education. Jaipur: Avishkar Publications.
Chapter 2: Educational	2	Dr. Muhannad Al-Shboul	Clarify the date of the	Theoretical Exam (within	AL- Zoubi, M. B. & Al-

Computing in Jordan			introduction of computer as an independent course in Jordanian schools	the 1 st exam material)	Zoubi, K. (2006). Advanced Topics in Computer Skills. Amman: Dar Wail for Publishing and Distribution.
Chapter 3: Computerized educational software	3	Dr. Muhannad Al-Shboul	Identify computerized educational software models and use them in different subjects	Theoretical Exam (within the 1 st exam material)	Lathrop, A. & Goodson, B. (2003). Courseware in the Classroom: Selecting, Organizing, and Using Educational Software. Menlo Park, CA: Addison-Wesley.
Chapter 4: The use of computers and the Internet in education	4	Dr. Muhannad Al-Shboul	Acquire knowledge of the importance of using a computer and the World Wide Web in the educational process	Theoretical Exam (within the 1 st exam material)	Greenlaw, R. & Hepp, E. (2001). Inline/ Online: Fundamentals of the Internet and the World Wide Web. Osborne: McGraw-Hill.
Chapter 5: Producing and designing educational software	5	Dr. Muhannad Al-Shboul	Identify steps of designing and producing computerized educational software and use it in different subjects	Theoretical Exam (within the 2 nd exam material)	Anderson, T. (2008). The Theory and Practice of Online Learning. Alberta: Athabasca University Press.
Chapter 6: The selection and evaluation of educational software	6	Dr. Muhannad Al-Shboul	The ability to evaluate educational software and its selection criteria	Theoretical Exam (within the 2 nd exam material)	Lathrop, A. & Goodson, B. (2003). Courseware in the Classroom: Selecting, Organizing, and Using Educational Software.

					Menlo Park, CA: Addison-Wesley.
Chapter 7: Search Engines and how to find information on the Internet	7	Dr. Muhannad Al-Shboul	Acquire the information search skills using the international search engines	Theoretical Exam (within the 2 nd exam material)	Greenlaw, R. & Hepp, E. (2001). Inline/ Online: Fundamentals of the Internet and the World Wide Web. Osborne: McGraw-Hill.
Chapter 8: Image Editing by using MS. Picture Manager	7	Dr. Muhannad Al-Shboul	The ability to deal with the image processor and the ability to modify them	Theoretical Exam (within the 2 nd exam material)	Newby, T. J., & Lewandowski, J. O. (2012). Teaching and Learning with Microsoft Office 2010. New York: Allyn & Bacon, Inc.
Chapter 9: Electronic Mail	8	Dr. Muhannad Al-Shboul	The ability to deal with e-mail and its uses	Theoretical Exam (within the 2 nd exam material)	Shipley, D., & Schwalbe, W. (2007). Send: The Essential Guide to Email for Home and Office. New York: Alfred Knopf.
Chapter 10: Uses of educational software: MS. Word	9	Dr. Muhannad Al-Shboul	The ability to deal with MS. Word Processor	Practical Exam (within the final exam material)	Newby, T. J., & Lewandowski, J. O. (2012). Teaching and Learning with Microsoft Office 2010. New York: Allyn & Bacon, Inc.
Chapter 11: Uses of educational software: MS. PowerPoint	10 & 11	Dr. Muhannad Al-Shboul	The ability to deal with MS. PowerPoint software	Practical Exam (within the final exam material)	Newby, T. J., & Lewandowski, J. O. (2012). Teaching and Learning with Microsoft

					Office 2010. New York: Allyn & Bacon, Inc.
Chapter 12: Uses of educational software: MS. Excel	12 & 13	Dr. Muhannad Al-Shboul	The ability to deal with MS. Excel software	Practical Exam (within the final exam material)	Newby, T. J., & Lewandowski, J. O. (2012). Teachi ng and Learning with Microsoft Office 2010. New York: Allyn & Bacon, Inc.
Chapter 13: Uses of educational software: MS. Publisher	14	Dr. Muhannad Al-Shboul	The ability to deal with MS. Publisher software	Practical Exam (within the final exam material)	Newby, T. J., & Lewandowski, J. O. (2012). Teachi ng and Learning with Microsoft Office 2010. New York: Allyn & Bacon, Inc.
Open Lab	15	Dr. Muhannad Al-Shboul	Design and produce an educational software using PowerPoint software		

21. Teaching Methods and Assignments:

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

It is expected that the implementation of learning course through the following activities:

- The lecture and practical applications on the computer.
- Enrichment reading and using the Internet resources.
- Participate in the discussion on an ongoing basis with the teacher and with your colleagues inside the classroom.
- Designing computerized educational software based on the standards and principles that illustrate in the course.

22. Evaluation Methods and Course Requirements:

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

- Design computerized educational software (group work) 10%.

- First exam (20%).
- Second exam (20%).
- Final exam (50%).

23. Course Policies:

A- Attendance policies:

- Regular class attendance is expected; absence of 8 lectures is allowed during the semester, exceeding that student's name will be listed in the deprivation list.

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

- Absence on exam with an official excuse and deliver homework on due dates.

C- Health and safety procedures:

- University regulations are followed in terms of public safety procedures.

D- Honesty policy regarding cheating, plagiarism, misbehavior:

- Student is directed to an Investigation Committee in cooperation with the Assistant Dean for Student Affairs.

E- Grading policy:

- The total grade of the semester works will be announced to the students on time and before the date of the final exam.

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

- The computer Labs at the School of Educational Sciences.

24. Required equipment:

Software used and available in the computer lab:

- Yahoo (or alike) electronic mail account for each students.
- MS. Word.
- MS. PowerPoint.
- MS. Excel.
- MS. Publisher.

25. References:

A- Required book (s), assigned reading and audio-visuals:

- Demeulle, L., Lowther, D. L., & Morrison, G. R. (2004). **Integrating Computer Technology into the Classroom** (3rd Edition). New Jersey: Merrill Prentice Hall.

B- Recommended books, materials, and media:

- AL- Zoubi, M. B. & Al- Zoubi, K. (2006). **Advanced Topics in Computer Skills**. Amman: Dar Wail for Publishing and Distribution.
- Anderson, T. (2008). **The Theory and Practice of Online Learning**. Alberta: Athabasca University Press.
- Duffy, J. L. (2005). **Teaching and Learning with Technology** (2nd Edition). New York: Pearson Education, Inc.
- Greenlaw, R. & Hepp, E. (2001). **Inline/Online: Fundamentals of the Internet and the World Wide Web**. Osborne: McGraw-Hill.
- Lathrop, A. & Goodson, B. (2003). **Courseware in the Classroom: Selecting, Organizing, and**

Using Educational Software. Menlo Park, CA: Addison-Wesley.

- Newby, T. J., & Lewandowski, J. O. (2012). **Teaching and Learning with Microsoft Office 2010.** New York: Allyn & Bacon, Inc.
- Shipley, D., & Schwalbe, W. (2007). **Send: The Essential Guide to Email for Home and Office.** New York: Alfred Knopf.
- Srinivasan, T. (2012). **Use of Computers and Multimedia in Education.** Jaipur: Avishkar Publications.

26. Additional information:

- No student will be allowed to enter the class after 10 minutes from its start.

Name of Course Coordinator: Dr. Muhannad Al-Shboul-Signature: ----- Date: 29/12/2016

----- 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