



COURSE PLAN

FIRST: BASIC INFORMATION

College					
College	: Prince Abdullah bin Ghazi Faculty of Information Technology				
Department	: Computer Science				
Course					
Course Title	: Computer skills and eLearning				
Course Code	: CS101				
Credit Hours	: 1				
Prerequisite	: Pass university computer skills exam				
Instructor					
Name	: Raed Mohammad Khalil				
Office No.	: -				
Tel (Ext)	: -				
E-mail	: r.m.khalil@bau.edu.jo				
Office Hours	:				
Class Times	Building	Day	Start Time	End Time	Room No.
	IT	SUN	18:00	19:00	Online

Text Book				
Title	: E-LEARNING CONCEPTS, TRENDS, APPLICATIONS			

References				
Lectures, data show and materials uploaded to the e-learning system.				

SECOND: PROFESSIONAL INFORMATION

COURSE DESCRIPTION

This course aims to improve students' computer skills through eLearning, beginning by clarifying the pros and cons of traditional training vs. eLearning and activate this through training the students to enter the site of e-learning of the university and guide them to use the possibilities available through it, then introducing some of the skills and knowledge every student should have surrounding everyday tech tools and devices: networking concepts, laptops and smart devices, social networks, security: threats, procedures and protection.

COURSE OBJECTIVES

The objective of this course is:

1. To understand the e-learning concepts
2. To understand the network principles.
3. To be familiar with the various types of social media



COURSE LEARNING OUTCOMES

a) Knowledge and Understanding

- Demonstrate a basic understanding of e-learning concept and its main benefits.
- Apply computer and eLearning skills to work effectively in teams.
- Utilize e-learning technologies.
- Present conclusions on online learning and traditional teaching effectively, verbally and online.
- Differentiate between the various types of social media and their pros and cons
- Demonstrate a basic understanding of network principles.
- Describe the features and functions of malwares.
- Organize ideas to support e-learning over classroom teaching.
- Demonstrate oral communications skills such as presentation for an audience, discussions, and debates.
- Exhibits good E-learning skills when others are speaking and writing notes.

b) Professional Skills

- Apply the computer skills that are the focus of this course on social media.
- Show a high level of competency in wireless communication and secure Internet access.
- Apply security procedures to protect home machine from malware, viruses and hackers.

c) Competences (Transferable skills and attributes)

- Use one of the popular types of social media to communicate with other participants
- Search for the worst types of security threats, malwares and understand the security paths in the social networking support field.
- Present the ability to apply protection software on the own laptop and home computer.

COURSE SYLLABUS

Unit One: E-Learning Concepts		
Week #	Classroom Topics	Online Topics
1	<ul style="list-style-type: none"> ▪ Read course syllabus. ▪ Introduction to eLearning. <ul style="list-style-type: none"> ○ What is e-learning? ○ The history of e-learning. 	<ul style="list-style-type: none"> ▪ Watching videos on how working on Al-Balqa Applied University electronic education official system via: https://bauelearning.bau.edu.jo/moodlec

	<ul style="list-style-type: none"> ○ The benefits and drawbacks of online learning. 	<p><u>enter/</u></p> <ul style="list-style-type: none"> ▪ Watch supporting videos: <ol style="list-style-type: none"> 1) E-Learning concepts 2) What is e-Learning? 3) What is an e-learning tool? 4) Why e-Learning? 5) The e-Learning Evolution. 6) Advantages and disadvantages of E-Learning (Key Benefits of E-Learning) 7) Why are tests and quizzes a vital part of e-learning? 8) E-learning approaches ▪ Online short answer questions (multiple choice and yes-no questions) ▪ Online chatting and discussion between instructor and students (ask and answer).
Unit Two: E-Learning Trends		
2	<ul style="list-style-type: none"> ▪ Can we learn online? ▪ Best practices of online training ▪ Learning vs. Training 	<ul style="list-style-type: none"> ▪ Watch supporting videos: <ul style="list-style-type: none"> • How is online teaching different from traditional classroom teaching? • Synchronous e-learning vs. asynchronous e-learning. • Viewing photos (slides) of means of communication. • E-learning in education vs. corporate sector ▪ Online lecture: Working with learning platforms (Moodle and other open-source solutions) ▪ Online chatting and discussion between instructor and students (ask and answer)
Unit Three: E-Learning Techniques and Applications		
3	<ul style="list-style-type: none"> ▪ Technologies used in eLearning. ▪ Elements of Online Courses ▪ How to make e-learning effective ▪ The future of e-learning. 	<ul style="list-style-type: none"> ▪ Power point presentations: <ul style="list-style-type: none"> • Why are tests and quizzes a vital part of e-learning? • What are the advantages of collaborative learning online? ▪ Some useful videos <ul style="list-style-type: none"> • E-learning components • Applications of online training • Social and collaborative learning ▪ Online chatting and discussion between instructor and students. <ul style="list-style-type: none"> ▪ Short answer questions, MCQ and yes-no questions) ▪ Comprehensive online test exam.
Unit Four: Computer Skills		
4	<ul style="list-style-type: none"> ▪ What are computer skills 	<ul style="list-style-type: none"> ▪ Show videos to illustrate:

	<ul style="list-style-type: none"> ▪ Some common computer skills: <ul style="list-style-type: none"> ○ Operating systems ○ Social Media ○ Microsoft Office ○ Presentation software ○ Spreadsheets ○ Email Communication ○ Communication and collaboration tools ○ Marketing Automation ○ etc. ▪ Why are computer skills important? 	<ul style="list-style-type: none"> • Why are computer skills so important? • Types of basic computer skills <ul style="list-style-type: none"> ○ Computer operating systems ○ Slack ○ Skype ▪ PowerPoint presentations <ul style="list-style-type: none"> • Why everybody needs basic computer skills • What Computer Programs should I Know? • Social skills <ul style="list-style-type: none"> • How to create an account on Skype ▪ Online chatting and discussion between instructor and students. ▪ Online Quiz (10 short answers questions, 10 yes-no questions, 10 Multiple choice questions)
Unit Five: Social Media		
5	<ul style="list-style-type: none"> ▪ What is social media? <ul style="list-style-type: none"> ○ What are the different types of social media? ○ How to get started in social media? ○ Social media best practices ○ social media apps 	<ul style="list-style-type: none"> ▪ Watch the following videos: <ul style="list-style-type: none"> • How are people using Facebook? • How are people using Twitter? • How are people using Google+? • Others ▪ Some useful videos <ul style="list-style-type: none"> • How are people using LinkedIn? • How are people using blogs? ▪ PowerPoint presentation <ul style="list-style-type: none"> • Why does my company need social media? ▪ Online chatting and discussion between instructor and students to discuss to argue: <u>What kinds of content to publish and share</u> ▪ Online chatting and discussion between instructor and students to discuss: <u>Is social media just a fad?</u>
Unit Six: Social Media Training for Students		
6	<ul style="list-style-type: none"> ▪ Why use social media? ▪ Pros, Cons, and Common Sense of social media ▪ Your role in Social Media ▪ Create accounts in Instagram and YouTube. 	<ul style="list-style-type: none"> ▪ Watch the following supporting videos: <ul style="list-style-type: none"> • Goals and objectives of social media • Social media as a business tool ▪ Online chatting and discussion between instructor and students. <ul style="list-style-type: none"> ▪ Short answer questions, MCQ and yes-no questions) ▪ Comprehensive online exam.
Unit Seven: Core Computer Hardware Skills		
7	<ul style="list-style-type: none"> ▪ What are computer hardware skills? ▪ Some common computer 	<ul style="list-style-type: none"> ▪ Visit the following link: <ul style="list-style-type: none"> • https://en.wikiversity.org/wiki/Computer_Skills ▪ Watch the following supporting videos:

	<p>hardware skills:</p> <ul style="list-style-type: none"> • <u>Network configuration</u> • <u>Tech support and troubleshooting</u> • WAN/LAN and routers • <u>Network Structure and Security</u> • Cloud management 	<ul style="list-style-type: none"> • Soft skills • Hard skills • Multimedia skills ▪ Some useful videos <ul style="list-style-type: none"> • Hard Communication Skills • Cloud computing ▪ Online chatting and discussion between instructor and students. ▪ Quiz <ul style="list-style-type: none"> • Short answer questions, MCQ and yes-no questions)
Unit Eight: Networking: Concepts and Definitions		
8	<ul style="list-style-type: none"> ▪ Basic definition of networking ▪ What is a computer network? ▪ Working with the networking structure: <ol style="list-style-type: none"> 1) Host Devices 2) Intermediary Devices 3) Network Media 4) Activity 	<ul style="list-style-type: none"> ▪ Power point presentations: <ol style="list-style-type: none"> 1) Networking devices. 2) Types of networks in use today ▪ Watch the following videos: <ol style="list-style-type: none"> 1) Basic concepts of networking 2) An introduction to computer networks. ▪ Visiting the following links: <ol style="list-style-type: none"> 1) https://www.geeksforgeeks.org/computer-network-tutorials/ 2) http://www.steves-internet-guide.com/networking/ ▪ Online quiz (20 minutes) ▪ Online chatting and discussion between instructor and students (ask and answer). ▪ Some useful videos: <ol style="list-style-type: none"> 1) Computer networking systems. 2) Learn basic networking 3) What is networking? 4) Networking tutorial for beginners! 5) How do I start learning networking? ▪ Online lecture: Working with networking fundamentals (eLearning) ▪ Online chatting and discussion between instructor and students (ask and answer).
9	<u>Midterm Exam</u>	<ul style="list-style-type: none"> ▪ Short answer questions ▪ Multiple choice questions ▪ True/False questions
Unit Nine: Networking: Types of Networks and Protocols		
10	<ul style="list-style-type: none"> ▪ Types of networks <ol style="list-style-type: none"> 1) LAN 2) PAN 3) TAN 4) WAN 5) MAN 6) SAN 7) CAN ▪ Internet Protocol (IP) ▪ Transmission Control Protocol (TCP) ▪ User Datagram Protocol (UDP) 	<ul style="list-style-type: none"> ▪ See PowerPoint presentations on: <ul style="list-style-type: none"> • Protocol Layers • Internet application protocols ▪ Some good videos: <ul style="list-style-type: none"> • Human Networks • Identifying the Benefits of Network • Distinguishing Between Network Classifications • Network addressing ▪ Online lecture: Working with networking fundamentals (eLearning)

		<ul style="list-style-type: none"> ▪ Online chatting and discussion between instructor and students (ask and answer) ▪ Comprehensive online exam.
Unit Ten: Wireless Configuration		
11	<ul style="list-style-type: none"> ▪ Mobile Device Hardware ▪ Mobile Device Parts, ▪ Touchscreens and Accessories. 	<ul style="list-style-type: none"> ▪ Watch the following videos: <ul style="list-style-type: none"> • Bluetooth, Cellular WAN, Wi-Fi, • What are the types of Mobile Operating Systems? ▪ Some useful PowerPoint presentations: <ul style="list-style-type: none"> • What hardware components are a part of mobile devices? • What are the types of Mobile Networks? ▪ Online chatting and discussion between instructor and students (ask and answer). <ul style="list-style-type: none"> • Online assignment • Online quiz
Unit Eleven: Security: Concepts and its types		
12	<ul style="list-style-type: none"> ▪ Security Threats ▪ Types of Security Threats, Malware 	<ul style="list-style-type: none"> ▪ Watch the following videos: <ul style="list-style-type: none"> • Phishing, • Spam, • Social Engineering. ▪ See some presentations on: <ul style="list-style-type: none"> • Physical Security • Most common network security threats ▪ Online chatting and discussion between instructor and students: <ol style="list-style-type: none"> 1) Prevention of future attacks has never been easier than now with our up-to-date cyber intelligence data. 2) It can seem a difficult task to keep track of all the network security threats that are out there
Unit Twelve: Security Procedures		
13	<ul style="list-style-type: none"> ▪ Windows Local Security Policy ▪ What is a Security Policy? ▪ Security Settings for Account Policies. 	<ul style="list-style-type: none"> ▪ Some useful presentations: <ul style="list-style-type: none"> • The security requirements • How to access local security policy in Windows 10. • How to configure the password policy security settings in Windows 10. ▪ Comprehensive practical example on setting user name and password in windows 10. ▪ Online chatting and discussion between instructor and students. ▪ Online quiz (short questions, true/false, MCQ)

Unit Thirteen: Securing Web Access		
14	<ul style="list-style-type: none"> ▪ ActiveX Filtering, ▪ Pop-up Blocker, ▪ SmartScreen Filter, ▪ InPrivate Browsing. ▪ Protecting Data 	<ul style="list-style-type: none"> ▪ Watch videos on: <ul style="list-style-type: none"> • Software Firewalls • Biometrics • Smart Cards • How to turn off ActiveX filtering in internet explorer ▪ Some useful tutorials: <ul style="list-style-type: none"> • Disable ActiveX Filtering in Internet Explorer to Enable Flash, Java and Silverlight • Use ActiveX controls for Internet Explorer 11 and Internet Explorer 10 ▪ Online chatting and discussion: <u>Why ActiveX controls are dangerous</u> ▪ Online assignment
Unit Fourteen: Protection Against Malicious Software		
15	<ul style="list-style-type: none"> ▪ Malicious Software Protection Programs. <ul style="list-style-type: none"> ○ What is antivirus software ○ What is an anti-Malware Software ○ What is Malicious Software (Malware)? ○ How to Protect Your Data from Malicious Software ○ Some anti-Malware Softwares 	<ul style="list-style-type: none"> ▪ Watch video of how to protect your computer from malicious software ▪ Some useful videos: <ul style="list-style-type: none"> • Best free anti-malware software • Antivirus and anti-malware ▪ Some useful PowerPoint presentation: <ul style="list-style-type: none"> • Spy protection policy • Malware: viruses, spyware, adware and other Malicious ▪ Online chatting and discussion between instructor and students (ask and answer). ▪ Comprehensive test exam
16	<u>Final Exam</u>	<ul style="list-style-type: none"> ▪ Short answer questions ▪ Multiple choice questions ▪ True/False questions



COURSE LEARNING RESOURCES

This course will be taught using available resources including: lectures, data show and materials uploaded to the e-learning system.

ONLINE RESOURCES

- <http://www.bau.edu.jo/elearning.aspx>
- E-LEARNING CONCEPTS, TRENDS, APPLICATIONS
- The All-in-One Social Media Workbook

ASSESSMANT TOOLS

Write assessment tools that will be used to test students ability to understand the course material and gain the skills and competencies stated in learning outcomes

ASSESSMENT TOOLS	%
Participation	10
Activities/attendance	10
Mid Exam	30
Final Exam	50
TOTAL MARKS	100

THIRD: COURSE RULES

ATTENDANCE RULES

Attendance and participation are extremely important, and the usual University rules will apply. Attendance will be recorded for each class. Absence of 10% will result in a first written warning. Absence of 15% of the course will result in a second warning. Absence of 20% or more will result in forfeiting the course and the student will not be permitted to attend the final examination. Should a student encounter any special circumstances (i.e. medical or personal), he/she is encouraged to discuss this with the instructor and written proof will be required to delete any absences from his/her attendance records.

**GRADING SYSTEM**

Example:

90 – 100	A
85 – 89	B+
75 – 84	B
65 – 74	C+
60 – 64	C
55 – 59	D+
50 – 54	D
45-49	D-
Less than 45	F

REMARKS

Use of Mobile Devices, Laptops, etc. During Class, unexpected noises and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, laptop, etc. makes noise or is visually distracting during class. For this reason, students are required to turn off their mobile devices and close their laptops during class.

Academic Integrity. Students, who copy assignments, allow assignments to be copied, or cheat on tests will fail the assignment or test on the first offense, and may fail the entire course on the second. Plagiarism means using words, ideas, or arguments from another person or source without citation. Cite all sources consulted to any extent (including material from the internet), whether or not assigned and whether or not quoted directly.

COURSE COORDINATOR

Course Coordinator: Raed Mohammad Khalil

Department Head: Dr.Omar zubi

Signature: Raed

Signature:

Date:

Date: