Course Syllabus

1	**Course title**	IT Tools for Business applications
2	**Course number**	1605311
3	**Credit hours**	3
	Contact hours (theory, practical)	3
4	**Prerequisites/corequisites**	1605215
5	**Program title**	BA Management Information Systems
6	**Program code**	1605
7	**Awarding institution**	University of Jordan
8	**School**	Business
9	**Department**	Management Information Systems
10	**Course level**	Bachelor
11	**Year of study and semester (s)**	2022 - 2023 / first semester
12	**Other department (s) involved in teaching the course**	
13	**Main teaching language**	English
14	**Delivery method**	☐Face to face learning ■Blended ☐Fully online
15	**Online platforms(s)**	■Moodle ■Microsoft Teams ☐Skype ☐Zoom ☐Others……
16	**Issuing/Revision Date**	October 2022

17 Course Coordinator:

Name: Dr. Hazar Y. Hmoud Contact hours: 9.30 – 10.30

Office number: Phone number: 24288

Email: h.hmoud@ju.edu.jo

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18 Other instructors:

Name:
Office number:
Phone number:
Email:
Contact hours:
Name:
Office number:
Phone number:
Email:
Contact hours:

19 Course Description:

This course provides our students with the essentials of business computing, a brief history about the basics of computer hardware and the situation prevailing in the Jordanian industry and commerce, computer software, operating systems, programming languages and particular application packages, 'hands-on' application work will concentrate on spreadsheets, databases, electronic mail, word processing and presentation graphics application as business tools, the management of business computing including organizational aspects, system development, people and security.

20 Course aims and outcomes:

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A- Aims:

1. Understand important components of HTML5 documents: HTML5 web pages, images, hyperlinks, Mark up lists, tables with rows and columns of data, and forms.

2. Build a form using the new HTML5 input types: temporary placeholder text in various input elements, auto complete input elements, data list, structure elements to delineate parts of a page, including headers, sections, figures, articles, footers and more

3. Control a website's appearance with basic style sheets.

4. Control a website's appearance with advanced style sheets.

5. Write simple JavaScript programs: input and output statements, basic memory concepts, arithmetic operators, the precedence of arithmetic operators, decision-making statements, and relational and equality operators.

6. Write basic JavaScript control statements.

7. Write advanced JavaScript control statements

B- Students Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

SLOs / SLOs of the course	PLO (1)	PLO (2)	PLO (3)	PLO (4)	PLO (5)	PLO (6)	PLO (7)	PLO (8)	PLO (9)
1. Knowledge related skills	X			X					
2. Intellectual analytical and cognitive skills					X	X	X		
3. Subject specific skills								X	
4. Transferable key skills									X

21. Topic Outline and Schedule:

Week	Lecture	Topic	Intended Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
1	1.1 1.2 1.3	Introduction to Computers and the Internet	1	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
2	2.1 2.2 2.3	Introduction to HTML5 - Part 1	1	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
3	3.1 3.2 3.3	Introduction to HTML5 - Part 1	2	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
4	4.1 4.2 4.3	Introduction to HTML5 - Part 2	2	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
5	5.1 5.2 5.3	Introduction to HTML5 - Part 2	2	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
6	6.1 6.2 6.3	Introduction to Cascading Style Sheet (CSS) - Part 1	2	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab

7	7.1 7.2 7.3	Introduction to Cascading Style Sheets (CSS) - Part 2	3	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
8	8.1 8.2 8.3	Introduction to Cascading Style Sheets (CSS) - Part 2	3	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
9	9.1 9.2 9.3	JavaScript - Introduction to Scripting	3	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
10	10.1 10.2 10.3	JavaScript - Introduction to Scripting	3	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
11	11.1 11.2 11.3	JavaScript - Control Statements I	3	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
12	12.1 12.2 12.3	JavaScript - Control Statements II	4	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab
13	13.1 13.2 13.3	Project discussion	4	Face to Face	Moodle for project upload	Synchronize lecture	Project defense	Computer Lab
14	14.1 14.2		4	Face to Face	Moodle for project upload	Synchronize lecture	Project defense	Computer Lab

	14.3	Project discussion						
15	15.1 15.2 15.3	Wrap up and Finalizing	All	Blended	MS Teams for Live lectures Moodle for blended material	Both	Exam / online work and participation	Lecture and Computer Lab

22 Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)	Platform
Midterm	30	Chapters 1, 2, 3		TBD	On campus
Quiz	15	Chapters 4, 5		Pop quiz	On Campus
Project + Professional Certificate	15	All topics		Sunday 1st January 2023	Moodle for submission On campus for discussions
Final	40	All chapters		TBD	On campus

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23 Course Requirements

Computer, notepad, internet connection, web browser, web cam, Microsoft word, pdf

24 Course Policies:

A- Attendance policies: Students are not allowed to miss more than 15% of the classes during the semester. Failing to meet this requirement will be dealt with according to the university disciplinary rules.

B- Absences from exams and submitting assignments on time: If you're absent from one or more of your examinations for medical or other mitigating reasons, you must fill in an Extenuating Evidence form. You can get it from your Faculty Office. Complete it and hand it in to your Faculty Office – with supporting evidence for the end-of-year examinations. If you can't hand in a piece of homework by its deadline, you can't submit it after that.

C- Health and safety procedures: No smoking in the department. Fire alarm call points are red 'Break Glass' boxes and are located on exit routes from the department and elsewhere. Keep all fire doors and fire exit routes clear at all times

D- Honesty policy regarding cheating, plagiarism, misbehavior: Following the university law and regulations

E- Grading policy: Following the university law and regulations

F- Available university services that support achievement in the course: Computer lab with the needed software

25 References:

A- Required book(s), assigned reading and audio-visuals: Deitel, H. and Deitel, A., 5th edition. Internet and World Wide Web How to Program. Prentice Hall Press.

B- Recommended books, materials, and media:

Provided in the university e-learning portal.

26 Additional information:

Name of Course Coordinator: Dr. Hazar Y. Hmoud **Signature:** Dr. Hazar Y. Hmoud **Date:** 2/10/2022
Head of Curriculum Committee/Department: ---------- Signature: ----------
Head of Department: ---------- Signature: ----------
Head of Curriculum Committee/Faculty: ---------- Signature: ----------
Dean: ---------- Signature: ----------