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**Project Title:** Modernization of Teaching Methodologies in Higher Education: Eu Experience For Jordan And Palestinian Territory

**Project acronym:** METHODS

**Project Number:** 561940-EPP-1-2015-1-JO-EPPKA2-CBHE-JP

**Funding scheme:** Erasmus+ Programme (Capacity-Building projects in the field of Higher Education (E+CBHE))

**Start date of the project:** 15/10/2015                      **Duration:** 42 months

<b>Deliverable title</b>	<b>Course Outline</b>
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<b>Organisation name(s)</b>	<b>The University of Jordan</b>
<b>WP Number</b>	<b>5</b>
<b>WP Leader</b>	<b>Birzeit University</b>

**Project co-ordinator name, title and organisation:**

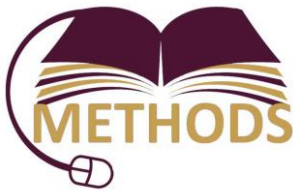
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## The University of Jordan (UJ)

### School of Educational Sciences

<b>Course title/code</b>	Using Computers in Education	0802204
<b>Instructor /office</b>	Dr. Muhannad Al-Shboul	24577
<b>Semester- Year</b>	Fall Semester - 2017/2018	
<b>Compulsory/Elective</b>	Elective	
<b>Prerequisites</b>	None	

<b>Course Description</b>	<p>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; word processing; spreadsheet; and databases; using computer programs such as Microsoft Word, Excel, PowerPoint, and publisher in classroom practices.</p> <p>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.</p>
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<b>Generic Competences*</b>	<p>On completion of the student is expected to: understand the role and functions of computers in education ; identify the issues and trends in the use of computers in classroom teaching; recognize 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, and compile a digital portfolio.</p>
<b>Specific Competences (SCs)</b>	<ol style="list-style-type: none"><li>1. Understand the basics and fundamentals of computer and features of Microsoft Office and their operations.</li><li>2. Recognize the role and importance of computers in education.</li><li>3. Acquire knowledge and skills of computer, and its essential applications in education.</li><li>4. Develop skills in using MS-Word, PowerPoint, Spread sheets, and Publisher; and integrate them into classroom teaching and learning strategies.</li><li>5. Evaluate educational software according to the principles of instructional design standards.</li></ol>

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**DISCLAIMER:** This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

- These competences related also to the project Methods

	Course Contents	SC1	SC2	SC3	SC4	SC5
1	Basic Concepts and Fundamentals of Computer and its Uses in Education	x				
2	Role and Importance of Computers in Education		x			
3	Knowledge and Skills of Computer and its Applications in Education			x		
4	Technology Integration and Utilization of MS. Package in Education				x	
5	Evaluation of Educational Software					x
6	Design and Develop an Educational Material			x	x	

Schedule				
Week	Subject	Activity Description *	Evaluation Criterion	
			Description	%
1	Basic Concepts and Fundamentals of Computer and its Uses in Education	Understand the basics and fundamentals of computer as well as clarify the history of using computers in educational settings		
2	The Importance of Computers in Education	Recognize the importance of computer in education and its role in the teaching-learning process	Online Discussion/Assignment	5%
3	Computerized Educational Software	Identify computerized educational software models and use them in different subjects		
4	The Use of Computers and the Internet in Education	Acquire knowledge of the importance of using a computer and the World Wide Web in the educational process	First Exam	15%
5	Designing and Producing Educational Software	Identify steps of designing and producing computerized educational software and use it in different subjects		
6	The Selection and Evaluation of Educational Software	The ability to evaluate educational software and its selection criteria	Quiz	5%
7	Search Engines and Web-based Databases	Acquire the information search skills using several search engines		
8	Image Editing by Using MS. Picture Manager	The ability to deal with the image processor and the ability to modify them		

9	Electronic Mail	The ability to deal with e-mail and its uses in an educational communication	Second Exam	15%
10	Uses of Educational Software: MS. Word	The ability to deal with MS. Word Processor		
11	Uses of Educational Software: MS. Excel	The ability to deal with MS. Excel software		
12	Uses of Educational Software: MS. PowerPoint	The ability to deal with MS. PowerPoint software		
13	Uses of Educational Software: MS. Publisher	The ability to deal with MS. Publisher software		
14	Open Lab	Design and produce an educational software using PowerPoint software	Group Project	5%
15	Open Lab	Design and produce an educational software using PowerPoint software	Group Presentation	5%
16	Course Review	Submit the Course Project	Final Examination	50%

\* PBL, MOOC, Inverted Classroom should be introduced within activity description

<b>Textbook and References</b>	<p>A- Required book (s), assigned reading and audio-visuals:</p> <ul style="list-style-type: none"> <li>• Demeulle, L., Lowther, D. L., &amp; Morrison, G. R. (2014). <b>Integrating Computer Technology into the Classroom</b> (3<sup>rd</sup> Edition). New Jersey: Merrill Prentice Hall.</li> </ul> <p>B- Recommended books:</p> <ul style="list-style-type: none"> <li>• AL- Zoubi, M. B. &amp; Al- Zoubi, K. (2016). <b>Advanced Topics in Computer Skills</b>. Amman: Dar Wail for Publishing and Distribution.</li> <li>• Anderson, T. (2013). <b>The Theory and Practice of Online Learning</b>. Alberta: Athabasca University Press.</li> <li>• Duffy, J. L. (2015). <b>Teaching and Learning with Technology</b> (2<sup>nd</sup> Edition). New York: Pearson Education, Inc.</li> <li>• Greenlaw, R. &amp; Hepp, E. (2011). <b>Inline/Online: Fundamentals of the Internet and the World Wide Web</b>. Osborne: McGraw-Hill.</li> <li>• Lathrop, A. &amp; Goodson, B. (2013). <b>Courseware in the Classroom: Selecting, Organizing, and Using Educational Software</b>. Menlo Park, CA: Addison-Wesley.</li> <li>• Newby, T. J., &amp; Lewandowski, J. O. (2012). <b>Teaching and Learning with Microsoft Office 2010</b>. New York: Allyn &amp; Bacon, Inc.</li> <li>• Shipley, D., &amp; Schwalbe, W. (2007). <b>Send: The Essential Guide to Email for Home and Office</b>. New York: Alfred Knopf.</li> <li>• Srinivasan, T. (2012). <b>Use of Computers and Multimedia in Education</b>. Jaipur: Avishkar Publications.</li> </ul>
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	<p>C- Online materials and media:</p> <ul style="list-style-type: none"> <li>• Microsoft Word 2010 Tutorial for Beginners <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=zQWT6tpfVf0">https://www.youtube.com/watch?v=zQWT6tpfVf0</a></li> </ul> </li> <li>• Microsoft Excel 2010 Tutorial for Beginners <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=RgvdCHjOKYg">https://www.youtube.com/watch?v=RgvdCHjOKYg</a></li> </ul> </li> <li>• Microsoft PowerPoint 2010 Tutorial for Beginners <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=sbeyPahs-ng">https://www.youtube.com/watch?v=sbeyPahs-ng</a></li> </ul> </li> <li>• Microsoft Publisher 2010 Basics <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=4IWbXkQWdG0">https://www.youtube.com/watch?v=4IWbXkQWdG0</a></li> </ul> </li> </ul>	
<p><b>Overall Assessment Criteria</b></p>	<p><b>Method</b></p>	<p><b>Weight [%]</b></p>
	<p>Attendance/participation</p>	<p>-</p>
	<p>Quizzes</p>	<p>5%</p>
	<p>First and Second Exams</p>	<p>30%</p>
	<p>Project</p>	<p>10%</p>
	<p>Assignments</p>	<p>5%</p>
	<p>Final Exam</p>	<p>50%</p>