Form: Course Syllabus		
	Form Number	EXC-01-02-02A
	Issue Number and Date	2/3/24/2022/2963 05/12/2022
	Number and Date of Revision or Modification	
	Deans Council Approval Decision Number	2/3/24/2023
	The Date of the Deans Council Approval Decision	23/01/2023
	Number of Pages	13

1.	**Course Title**	Modern Digital Skills
2.	**Course Number**	**1900103**
3.	**Credit Hours (Theory, Practical)**	3
	Contact Hours (Theory, Practical)	3
4.	**Prerequisites/ Corequisites**	Passing computing qualification exam or Basics of Computing course (1932099)
5.	**Program Title**	University mandatory course/ offered and managed by Computer Information Systems program
6.	**Program Code**	-
7.	**School/ Center**	King Abdullah II School for Information Technology
8.	**Department**	Computer Information Systems
9.	**Course Level**	Undergraduate
10.	**Year of Study and Semester (s)**	Any Year of Study
11.	**Other Department(s) Involved in Teaching the Course**	Computer Science/ Information Technology/ Artificial Intelligence
12.	**Main Learning Language**	English
13.	**Learning Types**	☐Face to face learning ☐**Blended** ☐Fully online
14.	**Online Platforms(s)**	☐**Moodle** ☐**Microsoft Teams**
15.	**Issuing Date**	23/6/2024
16.	**Revision Date**	1/10/2024

17. Course Coordinator:

Name: Mr. Lama Rajab	Contact hours:
Office number:	Phone number: 22608
Email: lama.rajab@ju.edu.jo	

18. Other Instructors:

Dr.Mohammed Abu Shariah ,Mrs.Aseel Al-Anani , Mrs.Rola AlKhalid, Mr.Yousef Majdalawi, Dr.Tahani Al-Khatib , Mrs.Hiba Mohammad ,Mrs.Tamara al-maraabeh , Mrs.Walaa Qutetchate ,.

19. Course Description:

This course aims to enhance the students' digital knowledge and skills, placing a spotlight on Artificial Intelligence (AI) and cutting-edge digital technologies, to equip them for current and future jobs. The course allows participants to learn the foundations of the digital world and enable them to better utilize technology to advance their careers. The course material includes, but is not limited to: types of data, information, and content; digital identity; digital content creation in all forms; cyber-security and safety; collaborating and working online; global trends and technologies such as Big Data, Cloud Computing, Artificial Intelligence, Internet of Things, Gamification; Balanced use of technology and social media; and digital career competencies needed in the current job market. Aligned with Education for Sustainable Development (ESD) and Sustainable Development Goals (SDGs), it instills responsibility for inclusive and sustainable practices in the digital era. As the digital landscape evolves, the course content is continuously updated to keep students well-prepared and informed about emerging digital technologies shaping the future. The course employs experiential and active learning methods, including interactive lectures, collaborative activities, and the use of digital tools. Assessment methods include exams, assignments, practical tasks and the integration of professional certifications, providing students with hands-on experience and industry-recognized credentials that enhance their career prospects.

20. Program Intended Learning Outcomes: (To be used in designing the matrix linking the intended learning outcomes of the course with the intended learning outcomes of the program)

This is among the university requirements courses (general course for all programs)

21. Course Aims and Intended Learning Outcomes:

A. Course Aims

The aim of the course is to equip undergraduate students with essential knowledge and understanding of digital skills. This foundational course prepares students to know digital tools and platforms in everyday life and future careers. The main objectives of the course are:

- Understand core digital literacy concepts, including how to locate, evaluate, and use online information effectively.
- Identify common cyber threats, understand basic cybersecurity principles, and implement strategies to protect personal information and maintain digital privacy.
- Utilize digital tools for content creation, enhancing productivity and collaboration, and use digital tools for effective online communication and teamwork, such as online teleconferencing and file-sharing tools.
- Gain introductory knowledge of emerging technologies like Artificial Intelligence (AI), Big Data, Cloud Computing, and the Internet of Things (IoT), recognizing their potential applications and impact in everyday life.

- Develop essential skills to navigate and utilize various digital tools and platforms in everyday life and future careers.

B. Intended Learning Outcomes

Upon completion of the course, the student will be able to achieve the following intended learning outcomes:

1.Knowledge

K1- Recall core digital literacy concepts, including locating and using online information effectively.

K2- Identify common cyber threats, basic cybersecurity principles, and the fundamentals of digital citizen identity.

K3- Recognize introductory concepts of emerging technologies such as Artificial Intelligence (AI), Big Data, Cloud Computing, and the Internet of Things (IoT), along with the principles of balanced and healthy technology use.

2.Skills

S1- Create and manage digital content across various platforms responsibly, including ethical practices in data storage, processing, collaboration, and retrieval.

S2- Apply the Principles of AI and Big Data by utilizing various AI-powered platforms and analysis tools to extract meaningful insights.

3.Competenciec

C1- Apply knowledge of emerging technologies, understanding their impact and potential applications in everyday life and future careers.

Course ILOs	The learning levels to be achieved					
	Remembering	Understanding	Applying	Analysing	evaluating	Creating
K1		X				
K2	X					
K3		X				
S1			X			X
S2			X			X
C1				X		

23. Topic Outline and Schedule:

Week	Lecture	Topic	ILO/s Linked to the Topic	Learning Types (Face to Face/ Blended/ Fully Online)	Platform Used	Synchronous / Asynchronous Lecturing	Evaluation Methods	Learning Resources
1	1.1	Students Orientation	-	Face to Face		Synchronous		
	1.2	Devices and Software Operations	K1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	1.3	Devices and Software Operations	K1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
2	2.1	Information and Data Literacy	K1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	2.2	Information and Data Literacy		Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	2.3	Training Courses (Video)		Blended	Moodle	Asynchronous	Tasks	Videos
3	3.1	AI	K3,S2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	3.2	AI	K3,S2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	3.3	AI	K3,S2	Blended	Moodle	Asynchronous	Tasks	Videos
4	4.1	Key Digital Technologies	K3,C1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes

	4.2	Key Digital Technologies	K3,C1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	4.3	Key Digital Technologies	K3,C1	Blended	Moodle	Asynchronous	Tasks	Videos
5	5.1	Digital Content Creation	S1,C1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes, Office 365 Tools
	5.2	Digital Content Creation	S1,C1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes, Office 365 Tools
	5.3	Digital Content Creation	S1,C1	Blended	Moodle	Asynchronous	Tasks	Lecture Notes, Office 365 Tools
6	6.1	Digital Content Creation	S1,C1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lectu Lecture Notes, Office 365 Tools re Notes
	6.2	Digital Citizin Identity	K2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	6.3	Digital Citizin Identity	K2	Blended	Moodle	Asynchronous	Tasks	Videos
7	7.1	Ethical Online Communication and Collaboration	S1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	7.2	Ethical Online Communication and Collaboration	S1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes

	7.3	Ethical Online Communication and Collaboration	S1	Blended	Moodle	Asynchronous	Tasks	Videos
8	8.1	Balanced & Heathy use of Technology	K3	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	8.2	Midterm (Expected)		Face to Face	ExamBuilder	Synchronous	Discussion in Class + Exams	
	8.3	Balanced & Heathy use of Technology	K3	Blended	Moodle	Asynchronous	Tasks	Videos
9	9.1	Cloud Computing	K3	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	9.2	Cloud Computing	K3	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	9.3	Cloud Computing	K3	Blended	Moodle	Asynchronous	Tasks	Videos
10	10.1	Big Data	K3,S2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	10.2	Data Analysis	S2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes +Training Files
	10.3	Big Data	S2	Blended	Moodle	Asynchronous		Videos
11	11.1	Data Analysis	S2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes +Training Files
	11.2	Data Analysis	S2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes +Training Files

	11.3	Data Analysis	S2	Blended	Moodle	Asynchronous	Tasks	Lecture Notes +Training Files
12	12.1	Digital Safety and Cybersecurity	K2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	12.2	Digital Safety and Cybersecurity	K2	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	12.3	Digital Safety and Cybersecurity	K2	Blended	Moodle	Asynchronous	Tasks	Videos
13	13.1	Internet of Things (IoT)	K3	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	13.2	Internet of Things (IoT)	K3	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	13.3	Internet of Things (IoT)	K3	Blended	Moodle	Asynchronous	Tasks	Videos
14	14.1	Career Related Competencies	C1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	14.2	Career Related Competencies	C1	Face to Face	Moodle	Synchronous	Discussion in Class + Exams	Lecture Notes
	14.3	Career Related Competencies	C1	Blended	Moodle	Asynchronous	Tasks	Videos
15		Final Exam		Face to Face	Exam Builder			

24. Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	ILO/s Linked to the Evaluation activity	Period (Week)	Platform
Task 1	5	To be determined Later		Weeks 1-5	eLearning / Juexams
Task 2	5	To be determined Later		Weeks 6-9	eLearning / Juexams
Task3	5	To be determined Later		Week 12	eLearning / Juexams

Professional Certifications	10	**Refer to the guidelines in section 26. E Grading Policy.**			Industrial partners' academic platforms (i.e., Microsoft, Aws)
Quiz	10	To be determined Later	All	11	ExamBuilder
Mid Exam	30	To be determined Later	All	8	Exam Builder
Final Exam	40	All	All	16	Exam Builder

25. Course Requirements:

For Instructor use: Computer /Labtop , Internet Connection ,Datashow .

26. Course Policies:

A- Attendance policies:

Attending lectures is mandatory. Attendance will be taken for each lecture. Regular attendance is essential for satisfactory completion of this course and university regulations will be applied. Students are expected to arrive on time and stay until the class period ends. In the case of early leaving the class, the instructor must be notified.

B- Absences from exams and submitting assignments on time:

- Any student who misses any exam will receive a zero grade. Permission for makeup will be granted only if the student notifies the instructor in due time and presents evidence of an officially excused absence.
- Submitting tasks will be through the Moodle platform, the time duration for home task will be determined clearly. Late submissions are not allowed, any student exceeding this time duration without submitting his/her task will take the zero as mark.

C- Health and safety procedures:

All students should comply with the university Health and Safety procedures.

D- Honesty policy regarding cheating, plagiarism, misbehavior:

For more details on university regulations please visit http://www.ju.edu.jo/rules/index.htm

E- Grading policy:

i. Course Evaluation Guidelines for Coursework (30% of Total Grade)

1. **Coursework Evaluation by Instructor (20 Marks):**

   - 20 marks will be allocated for coursework, which includes Quizzes and tasks evaluated by the course instructor.

2. **Professional Certifications (10 Marks):**

   - A student who attends a course from the approved list of professional certifications for 10 hours or more will receive 10 marks.
   - The approved list of professional certifications is approved at the beginning of each academic year by the faculty council and reflected in the course syllabus.

   - A student who passes the exam of any approved professional certification and obtains the professional certificate will receive 10 marks, subject to the following conditions:

     - The certification must be obtained during their university studies.
     - The certification must be obtained before the last day of lectures in the semester in which they are enrolled in the course.
     - The student must not have previously applied for its equivalency for other courses in previous or current semesters.

ii. Mid exam (30% of Total Grade)

iii. Final exam (40% of Total Grade)

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

1. Elearning.ju.edu.jo
2. Juexams.com
3. http://teams.office.com/
4. University library.

G- Statement on Students with disabilities:

Students with Disabilities: Students with disabilities who need special accommodation for this class (online meetings) are encouraged to contact the instructor and/or their academic advisor as soon as possible. To receive accommodation for academic work on this course, students must inform the course

instructor and/or their academic advisor, preferably in a written format, about their needs no later than the 2nd week of classes.

27. References:

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

Suggested:

1. Digital Literacy: An Introduction for Beginners, Susan Wiesinger, 2021. **ISBN:** 978-1544387978
2. Digital Literacy Unpacked, Kathryn MacCallum and David Parsons, 2020. **ISBN:** 978-0367409372
3. Digital Literacy: Key Skills for the 21st Century, Paul Gilster, 2022. **ISBN:** 978-0136797022

B- Recommended books, materials, and media:

1. Computing Essentials, complete edition,Timothy J. O'leary and Linda I. O'Leary, 2021. **ISBN** 0-07-226110-2
2. **E-book:** *AI for Everyone* **Author:** John Smith **Publication Year:** 2022 **ISBN:** 978-1234567890
3. **Website:** *Common Sense Education - Digital Citizenship Curriculum*
4. **Website:** https://www.wright.edu/sites/www.wright.edu/files/page/attachments/Office365Training.pdf
5. **Video Series:** *Khan Academy - Internet Safety*
6. **Online Course:** *Big Data Essentials: HDFS, MapReduce and Spark RDD*
7. **E-book:** *Big Data: A Beginner's Guide* **Author:** Michael Franklin **Publication Year:** 2021 **ISBN:** 978-9876543210.
8. **Video Series:** *AWS Cloud Practitioner Essentials.*

28. Additional information:

Name of the Instructor or the Course Coordinator: …… Signature: …… Date: ……

Name of the Head of Quality Assurance Committee/ Department	Signature:	Date:
…….	……..……	……..……
Name of the Head of Department	Signature:	Date:
…….	……..……	……..……
Name of the Head of Quality Assurance Committee/ School or Center	Signature:	Date:
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Name of the Dean or the Director	Signature:	Date:
…….	……..……	……..……