Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

COURSE SPECIFICATION

Course Specification

Institution: **Majmaah University**
College/Department: **Preparatory Year**

A Course Identification and General Information

1. Course title and code: **Computer Skills PCOM 113**
2. Credit hours **2credit hours**
3. Program(s) in which the course is offered.   **Bachelor degree**
4. Name of faculty member responsible for the course: **Mr.Sattam Matarneh**
5. Level/year at which this course is offered**:   first semester.**
6. Pre-requisites for this course (if any)
7. Co-requisites for this course (if any)
8. Location if not on main campus

B Objectives

1. Summary of the main learning outcomes for students enrolled in the course.

- **Recognize the different P.C hardware components.**
- **Understand what software is.**
- **Distinguish between the various kinds of software and how to correctly use them.**
- **Understand what an Operating System is and what it does.**
- **Have a good working knowledge of the Microsoft Windows Operating System.**
- **Learn how to manage and find computer resources.**
- **Have a working knowledge of Microsoft office's most common functions: Microsoft Word, Excel, and Power Point.**
- **Recognize the main elements of web sites.**
- **Learn how to "Surf the Internet".**

2. Briefly describe any plans for developing and improving the course that are being implemented.

focus on practical side in course And planning to hold examinations electronically in the future

C. Course Description:
This course covers the basic concepts of computing literacy, and introduces operating systems and various important software packages for word processing, spreadsheets, and presentations. It also touches on some of the Internet concepts and services including the Web and the electronic mail.

1. Topics to be Covered		
List of Topics	No of Weeks	Contact hours
Introduction to Computer Hardware	**2**	**6**
Introduction to Computer Soft ware	**2**	**6**
Introduction to Operating system and how its work	**1**	**3**
Ms. Windows	**2**	**6**
Ms. Word	**3**	**9**
Ms. Excel	**3**	**9**
Ms. Power Point	**2**	**6**
Internet and emailing	**2**	**6**

2. Course components (total contact hours per semester):				
Lecture: 21	Tutorial:	Laboratory 30	Practical/Field work/Internship	Other:

3. Additional private study/learning hours expected for students per week. (This should be an average :for the semester not a specific requirement in each week)

4. Development of Learning Outcomes in Domains of Learning

For each of the domains of learning shown below indicate:

- A brief summary of the knowledge or skill the course is intended to develop;

- A description of the teaching strategies to be used in the course to develop that knowledge or skill;

- The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

a. Knowlev cvvdge

(i) Description of the knowledge to be acquired

- **the students learns the main physical components of a computer**
- **recognize the concept of software**
- **recognize the concept of the operating system and its importance and how it works**
- **the students learns common computer words**

(ii) Teaching strategies to be used to develop that knowledge

- **Explain topics related to course using smart board and graphics**
- **Using data show**
- **using brainstorming, dialog and discussion**

(iii) Methods of assessment of knowledge acquired
 	
        • **Quiz**
 	
        • **Number of questions in midterm exam (multiple choice questions)**

b. Cognitive Skills

(i) Description of cognitive skills to be developed
 	
     • **The ability to deal with a computer**
 	
     • **The ability to deal with-the-shelf software**
 	
     • **The ability to use the software in completing everyday tasks such as printing and the use of spreadsheet**

(ii) Teaching strategies to be used to develop these cognitive skills
 	
     • **Use computers lab to learn the practical side**
 	
     • **discussion and dialogue**

(iii) Methods of assessment of students cognitive skills
 	
     • **Practical tests at 60% of the course mark**
 	
     • **Homework**

c. Interpersonal Skills and Responsibility

(i) Description of the interpersonal skills and capacity to carry responsibility to be developed
 	
     • **Self-reliance and responsibility**
 	
     • **Teamwork**

(ii) Teaching strategies to be used to develop these skills and abilities   • **Group work**

• **Distribute tasks among students**	

(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility

• **Presentations**

5. Schedule of Assessment Tasks for Students During the Semester			
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
1	**Quiz**	**3**	**5%**
2	**Midterm**	**6**	**20%**
3	**Quiz**	**8**	**5%**
4	**Midterm**	**12**	**20%**
5	**project**	**14**	**10%**
6	**Final exam**	**17**	**40%**

D. Student Support

1. Arrangements for availability of teaching staff for individual student consultations and academic advice.
  • **4 office hours per week for all lecturers**
  • **Identify members of academic advising to support students**

E Learning Resources

1. Required Text(s) **Computing Basics series .part1- 1v, Cheltenham courseware, 1st Edition)**
2. Essential References ・**Textbook** • **Notes written by teacher** • **additional papers that are distributed during the semester**
3- Recommended Books - **Textbook for ICDL**
4-.Electronic Materials, Web Sites etc http://www.tutorialspoint.com/word_2010/index.htm http://www.gcflearnfree.org/word2010 http://office.microsoft.com/en-us/training-FX101782702.aspx
5- Other learning material such as computer-based programs/CD, professional standards/regulations - **Microsoft office**

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)

1. Accommodation (Lecture rooms, laboratories, etc.)

- **Class room**

2. Computing resources

- **Computer labs**

3. Other resources

- **Smart boards**
- **Data show**

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching

- **Questioners for evaluating course**

2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department
- **Monitoring student's feedback**

3 Processes for Improvement of Teaching
- **Meetings to discuss developing course**
- **Workshops**

4. Processes for Verifying Standards of Student Achievement (eg. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)

- **Write and revise course questions by members**
- **Double check course questions and grades by examiners and co-examiners**