جامعة المجمعة
Majmaah University

VISION رؤيــــة
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

COURSE SPECIFICATIONS
(CS)
Ramadan 1438 H , June 2017

Institution:	Majmaah University
Academic Department :	....
Programme :	....
Course title and code:	Computer Skills PCOM-113
Specification Approved Date :	…./ … / …… H

Course Specifications

Institution: Majmaah University	**Date:**
College/Department :	

A. Course Identification and General Information

1. Course title and code: Computer Skills PCOM-113
2. Credit hours:2 hours
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs)
4. Name of faculty member responsible for the course Khaled odeh
5. Level/year at which this course is offered: 1
6. Pre-requisites for this course (if any):
7. Co-requisites for this course (if any):
8. Location if not on main campus:

9. Mode of Instruction (mark all that apply):

a. traditional classroom	√	What percentage?	50
b. blended (traditional and online)		What percentage?	
c. e-learning		What percentage?	
d. correspondence		What percentage?	
f. other	√	What percentage?	50

Comments:

B Objectives

1. What is the main purpose for this course?
This course is designed as a flexible and practical way of developing a strong foundation in basic Computer skills.
This course is designed as a flexible and practical way of developing a strong foundation in basic Computer skills.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

C. Course Description (Note: General description in the form used in Bulletin or handbook)

Course Description:

1. Topics to be Covered		
List of Topics	**No. of Weeks**	**Contact hours**
Define Computer and Identify the Four Basic Computing Functions	1	1
Identify the Different Types of Computers	3	3
Describe Hardware Devices and Their Uses	4	4
Identify Types of Software and Their Uses	3	3
Identify Ethically Responsible and Safe Computing Practices	2	2
Describe Networks and Define Network Terms	2	2
Windows 10	2	4
Microsoft Word 2016	4	8
Micro soft Excel 2016	3	6
Microsoft PowerPoint 2016	3	6
Midterm Exam	1	2
Final exam	1	2
Self - Learning project.	1	2

2. Course components (total contact hours and credits per semester):

		Lecture	Tutorial	Laboratory/ Studio	Practical	Other:	Total
Contact Hours	Planed	**15**	....	....	**30**	....	45
	Actual	**15**	....	....	**15**	....	30
Credit	Planed	**15**	....	....	**15**	....	30
	Actual	**15**	....	....	**15**	....	30

3. Additional private study/learning hours expected for students per week. | 6 |

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

On the table below are the five NQF Learning Domains, numbered in the left column.

First, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

Code #	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	**Knowledge**		
1.1	the students learns the main physical components of a computer	discussion and dialogue	Oral exam
1.2	recognize the concept of software	Lectures using Power Point	Assignments
1.3	recognize the concept of the operating system and its importance and how it works	discussion and dialogue	Oral exam Quiz
1.4	the students learns common computer words	Self-learning strategy	Observation

2.0	Cognitive Skills		
2.1	Student should be able to understand basic computer components.	Lectures using Power Point.	Oral exam
2.2	Student Should be able to use windows 10	collaborative learning strategy	Quiz (Practical Performance Evaluation)
2.3	Student should be able to type papers and reports using Ms-Word2016.	Collaborative learning & Group work	Quiz (Practical Performance Evaluation)
2.4	Student should be able to create charts and analyze data using MS-Excel 2016	problem-solving strategy	Quiz (Practical Performance Evaluation)
2.5	Student should be able to create presentation using MS-Power point2016.	collaborative learning strategy problem-solving strategy	Quiz (Practical Performance Evaluation)
3.0	Interpersonal Skills & Responsibility		
3.1	Student should be able to create self-learning project depended on her practice.	Self-learning strategy	Project Evaluation
4.0	Communication, Information Technology, Numerical		
4.1	Should be able to use and search through the internet	Self learning	Assignments
4.2			
5.0	Psychomotor		
5.1			
5.2			

	Assessment task (i.e., essay, test, quizzes, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Mid Term Exam	10	20%
2	Windows Exam	3	5%
3	Word Exam	8	5%
4	Excel Exam	12	5%
5	PowerPoint Exam	15	5%
6	Lab assignments.	Every Week	10%
8	Self - Learning project.	12	10%

9	Final Exam
	  ➤ Practical exam 20%
	  ➤ Theoretical exam 20%
		16	40 %

	Total		100 %

5. Schedule of Assessment Tasks for Students During the Semester

D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

- o **5 office hours per week for all lecturers**
- o **Identify members of academic advising to support students**

E Learning Resources

1. List Required Textbooks

   Theoretical:- Compiled from
   - **Go! With Computer Concepts Getting Started Shelley Gaskin and Zackary Hubbard**
   - **Technology in Action Eighth Edition Alan Evans, Kendall and Mary Anne Poatsy**
     Practical:-Compiled from
   - **Go! With Microsoft® office 2016 Volume 1 Shelley Gaskin ,Alicia Vargas, Nancy Graviett and Debra Geoghan**

2. List Essential References Materials (Journals, Reports, etc.)

   - **Textbook**

- **Notes written by teacher**
- **additional papers that are distributed during the semester**

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3. List Electronic Materials, Web Sites, Facebook, Twitter, etc.

- http://www.tutorialspoint.com/word_2010/index.htm
- http://www.gcflearnfree.org/word2010
- http://office.microsoft.com/en-us/training-FX101782702.aspx

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4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

- **Microsoft office**

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access, etc.)
20 seat with 20 computer connected to internet class room

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1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)

- **Computer Labs**

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2. Technology resources (AV, data show, Smart Board, software, etc.)

- **Data Show**
- **Smart Board**

3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

G   Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching

- **Questioners for evaluating course**

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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 (e.g. 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**

5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

Name of Course Instructor: ………………………………………………………………

Signature: …………………………. Date Specification Completed: …………………

Program Coordinator: …………………………………………………………………….

Signature: ………………………….. Date Received: ……………………………......