جامعة المجمعة
Majmaah University

Course Specifications

Muharram 1437 H

Institution:	. Majmaah University ..
Academic Department :	....
Programme :	....
Course :	... Computer Skills...
Course Coordinator :	. Khaled odeh...
Programme Coordinator :	....
Course Specification Approved Date :	١./٣/١٤٣٨ H

A. Course Identification and General Information

1 - Course title : ..... Computer Skills........	Course Code: PCOM-113.

2. Credit hours : ٢hrs (

3 - Program(s) in which the course is offered: ....

4 – Course Language : English ......

5 - Name of faculty member responsible for the course: Khaled odeh.

6 - Level/year at which this course is offered : ....١.

7 - Pre-requisites for this course (if any) :
- ....

8 - Co-requisites for this course (if any) :
- ....

9 - Location if not on main campus :
(....)

10 - Mode of Instruction (mark all that apply)

A - Traditional classroom	x	What percentage?	50. %
B - Blended (traditional and online)		What percentage?	.... %
D - e-learning		What percentage?	.... %
E - Correspondence		What percentage?	.... %
F - Other	x	What percentage?	50 %

Comments :
....

B Objectives

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..

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

C. 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	Practical	Other:	Total
Contact Hours	15	....	....	30	....	45
Credit	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

	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

		NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
١,٣		Recognize the concept of the operating system and its importance and how it works	discussion and dialogue	Oral exam Quiz
١,٤		The students learns common computer words	Self-learning strategy	Observation
١,٥		....	....	....
١,٦		....	....	....
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)
٢,٣		Student should be able to type papers and reports using Ms-Word2016.	Collaborative learning & Group work	Quiz (Practical Performance Evaluation)
٢,٤		Student should be able to create charts and analyze data using MS-Excel 2016	problem-solving strategy	Quiz (Practical Performance Evaluation)
٢,٥		Student should be able to create presentation using MS-Power point2016.	collaborative learning strategy problem-solving strategy	Quiz (Practical Performance Evaluation)
٢,٦		....	....	....
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
3.2		....	....	....
٣,٣		....	....	....
٣,٤		....	....	....
٣,٥		....	....	....
٣,٦		....	....	....
4.0	**Communication, Information Technology, Numerical**			

		NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
4.1		**Should be able to use and search through the internet**	**Self learning**	**Assignments**
4.2		………………………………………………	……………	……………
٤,٣		………………………………………………	……………	……………
٤,٤		………………………………………………	……………	……………
٤,٥		………………………………………………	……………	……………
٤,٦		………………………………………………	……………	……………
5.0		**Psychomotor**		
5.1		………………………………………………	……………	……………
5.2		………………………………………………	……………	……………
٥,٣		………………………………………………	……………	……………
٥,٤		………………………………………………	……………	……………
٥,٥		………………………………………………	……………	……………
٥,٦		………………………………………………	……………	……………

5. Schedule of Assessment Tasks for Students During the Semester:

	Assessment task	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%**
7	**Home works Assignments.**	**Every Week**	**5%**
8	**Self - Learning project.**	**12**	**5%**
9	**Final Exam** ➢ **Practical exam 20%** ➢ **Theoretical exam 20%**	**16**	**40 %**

10	Total		100 %

D. Student Academic Counseling and Support

- 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 :
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**
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2. List Essential References Materials :
- **Textbook**
- **Notes written by teacher**
- **additional papers that are distributed during the semester**

3. List Recommended Textbooks and Reference Material :
- **Textbook for ICDL**
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4. List Electronic Materials :
- 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 :
- **Microsoft office**

F. Facilities Required

1. Accommodation
- **Class Room**
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2. Computing resources
- **Computer Labs**

3. Other resources **Data Show** **Smart Board**………………………………………………………

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 Program/Department Instructor : • **Monitoring student's feedback** •
3 Processes for Improvement of Teaching : • **Meetings to discuss developing course** • **Workshops** •
4. Processes for Verifying Standards of Student Achievement • **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 : • ………………………………………………… • ………………………………………………… • …………………………………………………

Course Specification Approved
Department Official Meeting No (…..) Date … / …. / ….. *H*

Course's Coordinator	**Department Head**
Name : …………………….	*Name :* …………………….
Signature : …………………….	*Signature :* …………………….
Date : …./ … / …… H	*Date :* …./ … / …… H