Kingdom of Saudi Arabia
National Commission for
Academic Accreditation & Assessment

المملكـة العربيـة السعوديـة
الهيئـــة الوطنيـــة للتقويــم
والاعـتـمـاد الأكـاديـمـــي

ATTACHMENT 2 (e)

Course Specifications

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment
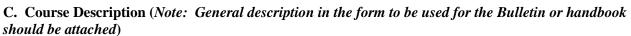
Course Specifications

Computer Skills

PCOM-113

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Course Specifications

Institution: : Majmaah University	*Date of Report:* 11/3/1437

College/Department: Preparatory Year

A. Course Identification and General Information

1. Course title and code: Computer Skills PCOM-113
2. Credit hours: 2
3. Program(s) in which the course is offered: Medicine, Medical Science, Computer, Science, Engineering and Dentistry
4. Name of faculty member responsible for the course: Khaled Odeh
5. Level/year at which this course is offered: level 1\ Preparatory Year
6. Pre-requisites for this course: None
7. Co-requisites for this course: None
8. Location if not on main campus: **Preparatory Year buildings in Majmaah and zulfi**
9. Mode of Instruction (mark all that apply)

a. Traditional classroom   √   What percentage?   100%

b. Blended (traditional and online)   What percentage?

c. e-learning   What percentage?

d. Correspondence   What percentage?

f. Other   What percentage?

Comments:

B Objectives

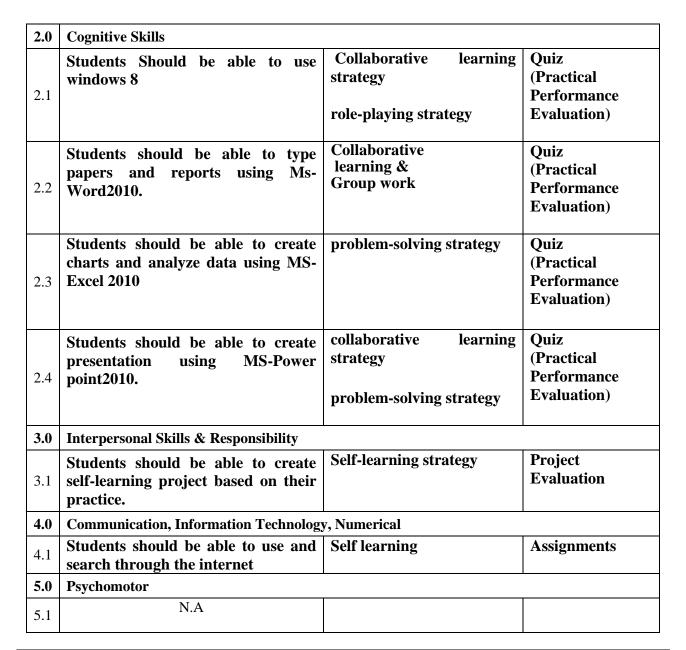| |
|---|
| *1. What is the main purpose for this course?*
 This course is designed as a flexible and practical way for developing a strong foundation in basic computer skills. |
| *2. Briefly describe any plans for developing and improving the course that are being implemented.*

 • Plans that are being implemented for developing and improving the course:
    o Continuous updating of the information, knowledge and skills included in the course through continuous search for new knowledge and skills available in recent publications (references, books, researches, magazines, internet….).
    o Verifying the information resources.
    o Continuous evaluation of the course content, student level, and develop plans accordingly |

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C. Course Description (*Note: General description in the form to be used for the Bulletin or handbook should be attached*)

1. Topics to be Covered		
List of Topics	**No. of Weeks**	**Contact Hours**
Introduction & Information system / Windows 8	**3**	**9**
The system unit\ Microsoft Word 2010	**4**	**12**
Storage, Input & output devices\ Micro soft Excel 2010	**4**	**12**
System software\ Microsoft PowerPoint 2010	**4**	**12**

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	**To learn the main physical components of a computer**	discussion and dialogue	**Oral exam**
1.2	**To recognize the concept of software**	**Lectures using Power Point**	**Oral exam**
1.3	**To recognize the concept of the operating system and its importance and how it works**	discussion and dialogue	**Oral exam Quiz**
1.4	**To learn common computer terms**	**Self-learning strategy**	**Observation**

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2.0	Cognitive Skills		
2.1	Students Should be able to use windows 8	Collaborative learning strategy role-playing strategy	Quiz (Practical Performance Evaluation)
2.2	Students should be able to type papers and reports using Ms-Word2010.	Collaborative learning & Group work	Quiz (Practical Performance Evaluation)
2.3	Students should be able to create charts and analyze data using MS-Excel 2010	problem-solving strategy	Quiz (Practical Performance Evaluation)
2.4	Students should be able to create presentation using MS-Power point2010.	collaborative learning strategy problem-solving strategy	Quiz (Practical Performance Evaluation)
3.0	Interpersonal Skills & Responsibility		
3.1	Students should be able to create self-learning project based on their practice.	Self-learning strategy	Project Evaluation
4.0	Communication, Information Technology, Numerical		
4.1	Students should be able to use and search through the internet	Self learning	Assignments
5.0	Psychomotor		
5.1	N.A		

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%

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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 **Collaboration with the academic advising committee to support students**

E. Learning Resources

1. **List Required Textbooks**
   Wempen, Faithe. *Computing fundamentals*, Wiley 2014

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

   1) Wempen, Faithe. *Computing fundamentals*, Wiley 2014
   2) Notes written by teacher
   3) additional papers that are distributed during the semester
   3.

4. **List Recommended Textbooks and Reference Material (Journals, Reports, etc)**
   - **Textbook for ICDL**

5. **List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)**
   - http://www.tutorialspoint.com/word_2010/index.htm
     http://www.gcflearnfree.org/word2010
   - http://office.microsoft.com/en-us/training-FX101782702.aspx

6. **Other learning material such as computer-based programs/CD, professional standards or regulations and software.**
   - **Microsoft office**

F. Facilities Required

1. **Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)**
   - **Class Room** (20 seats and 20 computer)

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2.   Computing resources (AV, data show, Smart Board, software, etc.)   •   **Computer Labs**

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

Faculty or Teaching Staff: Khaled Odeh

Signature: **Date Report Completed:** 11/3/1437

Received by: Dr. Waleed Al Besher   **Dean/Department Head: Dean/Preparatory Year**

Signature: _____   **Date:** _____