

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

NAJRAN UNIVERSITY PREPARATORY YEAR DEANSHIP

Course Specification (CS)

Course Title: COMPUTER SKILLS
Course Code: 140Tec-3
Level: 1 (1436-1437 - 2015-2016)

Course Specifications

Institution: Najran University	Date: 1436 – 1437.
College/Department Deanship of Preparatory Year – Computer Skills Department	

A. Course Identification and General Information

1. Course title and code: Computer skills – 140Tec-3.			
2. Credit hours: 3			
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) Faculty of Nursing (nursing and midwifery programs)			
4. Name of faculty member responsible for the course			
5. Level/year at which this course is offered : 1 st level			
6. Pre-requisites for this course (if any) High School			
7. Co-requisites for this course (if any) English Language			
8. Location if not on main campus: main campus			
9. Mode of Instruction (mark all that apply)			
a. Traditional classroom	<input type="checkbox"/>	What percentage?	<input type="checkbox"/>
b. blended (traditional and online)	<input checked="" type="checkbox"/>	What percentage?	70
c. E-learning	<input checked="" type="checkbox"/>	What percentage?	30
d. Correspondence	<input type="checkbox"/>	What percentage?	<input type="checkbox"/>
F. other	<input type="checkbox"/>	What percentage?	<input type="checkbox"/>
Comments:			

B. Objectives

1. What is the main purpose for this course?
 - Provide students with basic knowledge of Information Technology and its related terminologies.
 - Giving students the ability to deal with the modern office software.
 - Acquire an adequate knowledge of the theoretical and practical skills to manipulate, create, store and retrieve information to express ideas and communicate with others by using computer-based technologies.
 - Develop students' scientific and research skills.
 - Students be able to demonstrate basic competency with Internet, E-mail, E-learning and distance education systems.
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)
 - Use Windows 7 or 8, and most updated Microsoft Office programs
 - Revised book with Tutorial CDs
 - Include more advanced topics (problems solving).

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

Course Description:
This course introduces computer concepts, including fundamental functions and operations of the computer using Microsoft Windows and Office Suite applications. This course also covers PC history, hardware, software and operating concepts. The student will receive hands on experience in MS Windows, Word, and Excel. This course is a prerequisite for all other computer courses.

1. Topics to be Covered		
List of Topics	No. of Weeks	Contact Hours
Principles of Information Technology	2	12
Microsoft Windows 7	1.5	9
Microsoft Word-2007	3	18
Microsoft Excel-2007	2.5	15
Microsoft power Point-2007	1.5	9
The Internet & E-mail	1	6
E-Learning and Distance Learning	1.5	9

2. Course components (total contact hours and credits per semester): 78						
	Lecture	Tutorial	Laboratory or Studio	Practical	Other:	Total
Contact Hours	27			51		78
Credit	13			26		39

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

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy
<p>On the table below are the five NQF Learning Domains, numbered in the left column.</p> <p>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.)</p>

Code #	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	Describe all the basic concepts of Information Technology and its related terminologies.	<ul style="list-style-type: none"> Lectures Classroom dialogue and discussion 	<ul style="list-style-type: none"> First, second and Final exams Class Interaction and discussion.
		•	•
1.2	Discuss the fundamental concepts, components and types of E-learning and distance education systems.	<ul style="list-style-type: none"> Lectures Class discussions 	<ul style="list-style-type: none"> First, second and final exam.
2.0	Cognitive Skills		
2.1	Work on Microsoft windows for files management	<ul style="list-style-type: none"> Lectures Class discussions Lab demonstrations, Presentation 	<ul style="list-style-type: none"> Exams, Lab activities (written and practical)
2.2	Develop practical skills creating standard Microsoft office Word documents	<ul style="list-style-type: none"> Lectures Class discussions Lab demonstrations, Presentation 	<ul style="list-style-type: none"> Exams, Lab activities (written and practical)
2.3	Create Professional Presentations using Microsoft PowerPoint to prepare projects and solve real-life problems.		
2.4	Work on Spread Sheets - MS. Excel for Data Analysis.		
3.0	Interpersonal Skills & Responsibility		
3.1	Use internet-based tools to search for, send, and receive information.	<ul style="list-style-type: none"> Explain and discuss the use of computational tools 	<ul style="list-style-type: none"> Solving the assigned the assigned Class work and activities
3.2	Practice different Office productivity packages such as: MS Word, MS Excel and MS PowerPoint.	<ul style="list-style-type: none"> Student participating during presentation, Group discussion, Self-learning. 	<ul style="list-style-type: none"> Through brain storming and class participation, Exams.
4.0	Communication, Information Technology, Numerical		
4.1	Research about required information using Information Technology.	<ul style="list-style-type: none"> Lectures Class discussions Lab demonstrations, Presentation 	<ul style="list-style-type: none"> Exams Lab activities
5.0	Psychomotor		
5.1	N/A		

5. Map course LOs with the program LOs. (Place course LO #s in the left column and program LO #s across the top.)

Course LOs #	Program Learning Outcomes (Use Program LO Code #s provided in the Program Specifications)							
	1.1	1.2		2.1		3.2		4.1
1.1								
2.1								

6. Schedule of Assessment Tasks for Students During the Semester

	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Pretest (theoretical)	2nd	No evaluation
2	First Mid Term Exam (theoretical)	6th	25 Marks
4	Second Mid Term (practical) MS Word + MS. Excel + MS PowerPoint	11th	25 Marks
5	Final Term Exam.	16th	50 Marks

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)
 - Giving the suitable support through the office hours of the teaching staff member.
 - Extra lectures and lessons to the students who need support.

E Learning Resources

- | |
|---|
| 1. List Required Textbooks
" إعداد مهارات الحاسب الآلي بكلية الحاسبات وتقنية المعلومات، جامعة Computer Skills مهارات الحاسب الآلي"
الملك عبد العزيز، الطبعة الخامسة، خوارزم العلمية للنشر والتوزيع، 1436هـ، فهرسة مكتبة الملك فهد الوطنية. |
| 2. List Essential References Materials (Journals, Reports, etc.)
- Dr. Mohamed Belal Elzu'obi, Basic Computer Skills and designed programs, Aids Home for publishing and distribution – Jordan , 2007.
- Microsoft Office (latest version) from Internet |
| 3. List Recommended Textbooks and Reference Material (Journals, Reports, etc.)
- أ.د. عبدالله بن عبدالعزيز الموسى "مقدمة في الحاسب والانترنت"، المملكة العربية السعودية، الطبعة الخامسة ، 1428هـ-2007.
- University of Cambridge International Examination, أوراق العمل باستخدام مايكروسوفت اكسل version 6.2,gtslearning,London,SW64LZ,United Kingdom,2013
- University of Cambridge International Examination, معالجة النصوص باستخدام مايكروسوفت وورد version 6.2,gtslearning,London,SW64LZ,United Kingdom,2013
- University of Cambridge International Examination, العروض التقديمية باستخدام مايكروسوفت version 6.2,gtslearning,London,SW64LZ,United Kingdom,2013
- University of Cambridge International Examination, استخدام الكمبيوتر وادارة الملفات باستخدام مايكروسوفت ويندوز version 6.2,gtslearning,London,SW64LZ,United Kingdom,2013
- University of Cambridge International Examination, المعلومات والاتصالات version 6.2,gtslearning,London,SW64LZ,United Kingdom,2013
- University of Cambridge International Examination, مقدمة الى تقنية المعلومات version 6.2,gtslearning,London,SW64LZ,United Kingdom,2013 |
| 4. List Electronic Materials, Web Sites, Facebook, Twitter, etc.
- WWW.Microsoft.com
- WWW.pnu.mylabsplus.com
- http://view.ebookplus.pearsoncmg.com/ebook |
| 5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.
- Links provided by teachers, on shared folders
- Handouts and Presentations prepared by Department
- BLACKBOARD |

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.)
1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) - Classroom with 25-32 chairs and desks, 25-32 Computers for students, Access to Internet
2. Computing resources (AV, data show, Smart Board, software, etc.) - Data Show, Smart board - Microsoft Office 2007 - Windows 7
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

- Course evaluation and questionnaires

2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department

- Faculty evaluation , by the department coordinator and the department staff members

3 Processes for Improvement of Teaching

- Distributing tasks and forming committees to hold training sessions to enhance the basic skills of the students.

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)

- Processes for Verifying Standards of Student results are carried out through forming marking committees and others for rechecking and filtering by the department coordinator and supervisors of the department.

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

Department curriculum committee meets on regular basis and recommends amendments for improvement.

Name of Instructor: _____

Signature: _____ Date Report Completed: _____

Name of Field Experience Teaching Staff _____

Program Coordinator: Dr Amin Al-Awady _____

Signature: _____ Date Received: _____

