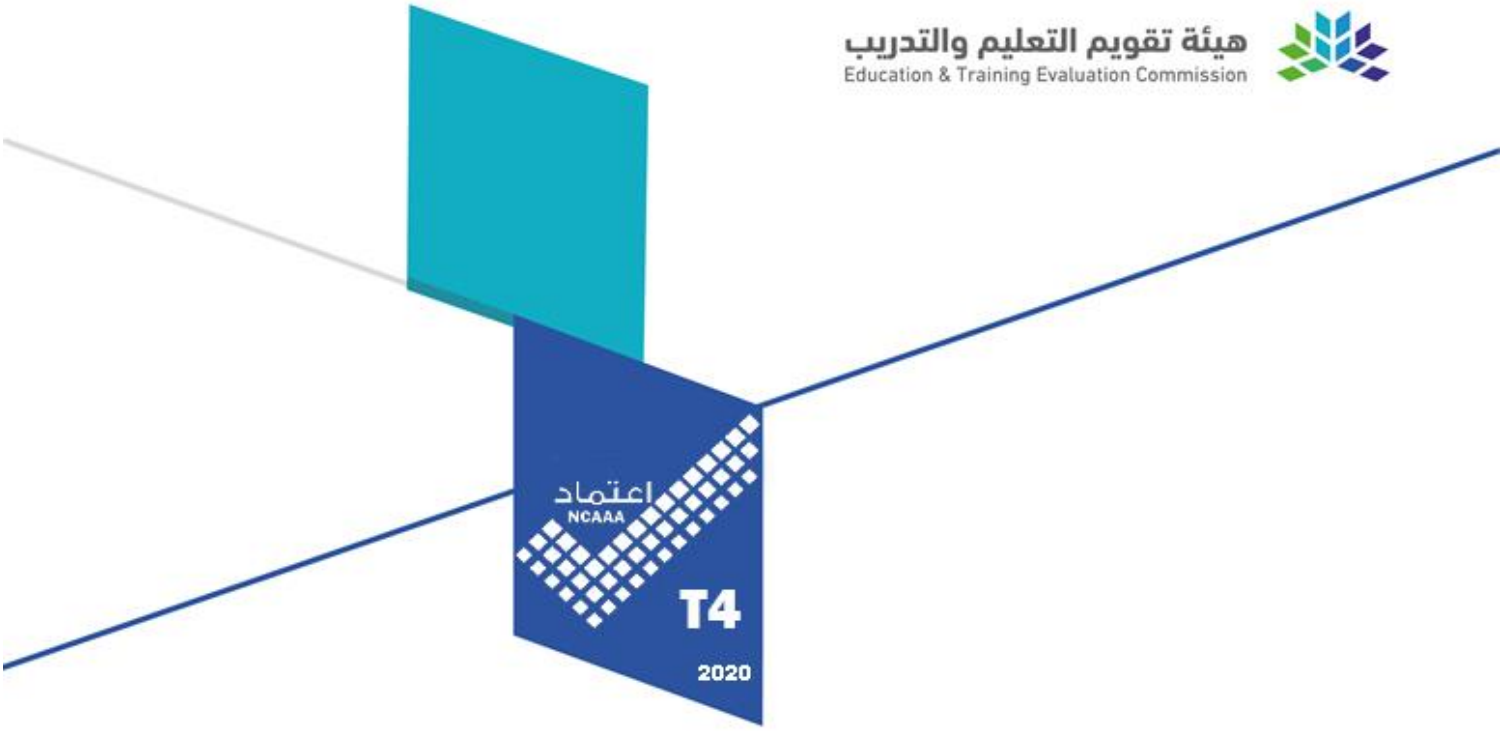
هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission



Course Specifications

Course Title:	Computer Skills
Course Code:	**PCOM113**
Program:	College of Applied Medical Sciences programs, College of Dentistry programs , Computer Sciences and Information Technology College programs , College of Engineering programs , College of Medicine programs
Department:	**Basic science**
College:	**Deanship of common first year**
Institution:	Majmaah University

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A. Course Identification

1. Credit hours: 2
2. Course type **a.** University ☐ College ☐ Department ☐ Others **1** **b.** Required **1** Elective ☐
3. Level/year at which this course is offered: First Common year
4. Pre-requisites for this course (if any)**:**
5. Co-requisites for this course (if any)**:**

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	45	%100
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	15
2	**Laboratory/Studio**	30
3	**Tutorial**	
4	**Others** (specify)	
	Total	45

B. Course Objectives and Learning Outcomes

1. Course Description

In this course, we shall cover the following topics:

- Introduction to computer Main definition and basic functions
- Types of the Computers
- Computer Hardware Input units, output units, storage units, and system units
- Computer Software ,Software definition, system software and Application Software
- Networks and Computer networks concepts, types of networks, Internet and its services
- Windows 10
- MS Word 2016
- MS Excel 2016
- MS PowerPoint 2016

2. Course Main Objective

This course is designed as a flexible and practical way of developing a strong foundation in basic Computer skills.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	**recognize the concept of software**	
1.2	**recognize the concept of the operating system and its importance and how it works**	
1.3	**Define and describe common computer words**	
1...		
2	**Skills :**	
2.1	**Student should be able to understand basic computer components.**	
2.2	**Student Should be able to use windows 10**	
2.3	**Student should be able to type documents and reports using Ms-Word2016.**	
2.4	**Student should be able to create charts and analyze data using MS-Excel 2016**	
2.5	**Student should be able to create presentation using MS-Power point2016.**	
2.6	**Student should be able to create self-learning project depended on his practice**	
2...		
3	**Values:**	
3.1	**Should be able to use and search through the internet**	
3.2		
3.3		
3...		

C. Course Content

No	List of Topics	Contact Hours
1	**Define Computer and Identify the Four Basic Computing Functions**	**1**
2	**Identify the Different Types of Computers**	**3**
3	**Describe Hardware Devices and Their Uses**	**4**
4	**Identify Types of Software and Their Uses**	**3**
5	**Identify Ethically Responsible and Safe Computing Practices**	**2**
...	**Describe Networks and Define Network Terms**	**2**
	Windows 10	**4**
	Microsoft Word 2016	**8**
	Micro soft Excel 2016	**6**
	Microsoft PowerPoint 2016	**6**

	Midterm Exam	**2**
	Final exam	**2**
	Self - Learning project.	**2**
Total		45

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	**recognize the concept of software**	**Lectures using** Power Point	**Theoretical Exam**
1.2	**recognize the concept of the operating system and its importance and how it works**	**discussion and dialogue**	**Theoretical Exam**
…	**Define and describe common computer words**	**Self-learning strategy**	**Theoretical Exam**
2.0	**Skills**		
2.1	**Student should be able to understand basic computer components.**	**Lectures using** Power Point.	**Exam (Practical Performance Evaluation)**
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2.1	**Student should be able to understand basic computer components.**	**Lectures using** Power Point.	**Exam (Practical Performance Evaluation)**
3.0	**Values**		
3.1	**Should be able to use and search through the internet**	**Self-learning**	**Project Evaluation**
3.2			
…			

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Mid Term Theoretical Exam	10	20%
2	Mid Term Practical Exam	7	20%
3	Lab assignments.	Every Week	10%
4	Self - Learning project.	12	10%
5	Final Practical Exam	14	20 %
6	Final Theoretical Exam	16	20%
	Total		100 %

***Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and 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**

F. Learning Resources and Facilities

1.Learning Resources

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**
Essential References Materials	• **Textbook** **Notes written by teacher** • **additional papers that are distributed during the semester**
Electronic Materials	• http://www.tutorialspoint.com/word_2010/index.htm • http://www.gcflearnfree.org/word2010 • http://office.microsoft.com/en-us/training-FX101782702.aspx
Other Learning Materials	• **Microsoft office** • **Windows 10**

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	• **Computer Labs** • **Classrooms**
Technology Resources (AV, data show, Smart Board, software, etc.)	• **Data Show** • **Smart Board**
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student Feedback on Effectiveness of Teaching	Instructor	**course** Evaluation Survey
Evaluation of Teaching	Instructor	Monitoring student's feedback
Evaluation of Teaching	Department	Meetings to discuss developing course
Evaluation of Teaching	Department	Workshops

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	
Date	