



Course Specifications

Course Title:	Introduction to computer
Course Code:	CTCS1101
Program:	UPP
Department:	Humanities Department
College:	College of Architecture
Institution:	Dar Al Uloom University

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A. Course Identification

1. Credit hours: 3 Hours
2. Course type a. University <input checked="" type="checkbox"/> College <input type="checkbox"/> Department <input type="checkbox"/> Others <input type="checkbox"/> b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: UPP General Courses
4. Pre-requisites for this course (if any): N/A
5. Co-requisites for this course (if any): N/A

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	30	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	15
3	Tutorial	
4	Others (specify)	
	Total	30

B. Course Objectives and Learning Outcomes

1. Course Description

The course uses both lectures and practical application to introduce students to the basic computer concepts in hardware, software, networking, computer security, databases, and websites.

Applications widely used including word processing, spreadsheets, databases and presentation, are studied.

The course will also help students develop critical thinking skills as well as learning terminology and problem-solving techniques to solve IT problems. The course will focus on performing tasks that simulate practical and professional situations.

2. Course Main Objective

- Provide IT-Skills to the students to be capable of using computer with high efficiency.
- The students will also be exposed to hands-on practical on word processor, spreadsheets and presentation software as well as the Microsoft Windows operating system to manipulate files and folders.
- Development scientific and research Students skill

3. Course Learning Outcomes

CLOs By the end of the course, the student should be able to:		Aligned PLOs
1	Knowledge and Understanding	
1.1	Recall the general concepts related to the computer system, networks, computer security and Emails.	
2	Skills :	
2.1	Show reasonable competence in using Windows 10 operating system	
2.2	Use Microsoft Word 2016, Excel 2016 and Microsoft Power Point to satisfactorily create, edit and save different types of documents, spreadsheets and presentation.	

C. Course Content

No	List of Topics	Contact Hours
1	All about Computer, Network, Internet and Information security	4
2	Operating System (Windows 10)	4
3	Word Processing (MS Word 2016)	8
4	Spreadsheets (MS Excel 2016)	8
5	Presentation Graphics (MS PowerPoint 2016)	6
Total		30

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	Recall the general concepts related to the computer system, networks, computer security and Emails.	Discussion and Dialogue + Brain Storming + Reciprocal learning	First exam+ Final exam
2.0	Skills		
2.1	Show reasonable competence in using Windows 10 operating system	Reciprocal learning + practical training	Second exam + Final exam
	Use Microsoft Word 2016 , Excel 2016 and Microsoft Power Point to satisfactorily create, edit and save different types of documents , spreadsheets and presentation .	practical training + team work	Homework's + Third exam + final exam + lab exercises
2.2	Use Microsoft Word 2016 , Excel 2016 and Microsoft Power Point to satisfactorily create, edit and save different types of documents , spreadsheets and presentation .	practical training + team work	homework + Fourth exam + final exam +

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Lab Exam 1	5	15%
2	Lab Exam 2	7	15%
3	Lab Exam 3	10	15%
4	Lab Exam 4	15	15%
5	Lab Exercises 1	5	10%
	Lab Exercises 2	6	
	Lab Exercises 3	7 ,	
	Lab Exercises 4	8	
	Lab Exercises 5	9	
	Lab Exercises 6	10	
6	Attendance + Participations	-	5%
7	Final	16	25%

*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:

Faculty is available for student consultation and academic advice during office hours for five days a week. Faculty members have 8 office hours per week and students can contact in case of any problem. If these hours are not suitable to the students, they are given any other time that

suits to both teacher and student and also, they can contact with Lecturer any time through the email and LMS messages.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	<ul style="list-style-type: none"> • Computer Skills / King Soud University / 2018
Essential References Materials	<ul style="list-style-type: none"> • ABSOLUTE BEGINNER'S GUIDE TO COMPUTER BASICS - 2010 QUE Indianapolis Michael Miller , 2010 • COMPUTING ESSENTIALS , Timothy J.O'leary and Linda J. Oleary , Tata McGraw-Hill Education Private Limited , 2012
Electronic Materials	<p>Electronic Book for the course</p> <p>https://www.youtube.com/watch?v=TxLuuNprjXg</p> <p>https://www.youtube.com/watch?v=tuk99Sgc6Fw</p> <p>https://www.youtube.com/watch?v=lbc1HX8Jccw</p>
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Lecture room, laboratories. Laboratories rooms accommodating 24 students.
Technology Resources (AV, data show, Smart Board, software, etc.)	Data Show , Smart Board , LMS are available for the students
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Present resources are sufficient.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students , Program Leaders	Students indirectly by completing surveys . Program Leader by attending classes and meeting
Extent of achievement of course learning outcomes	Lecturer , Program Leaders , Dept. Council	By analysing/measuring the learning outcomes in course reports.

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Quality of learning resources	Lecturer , Students	Lecturer and students indirectly by completing the survey

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	UPP Council
Reference No.	2
Date	31/10/2022