



ATTACHMENT 5.

T6. COURSE SPECIFICATIONS (CS)



هيئة تقويم التعليم
Education Evaluation Commission

Course Specifications

Institution: DAR AL UIOOM UNIVERSITY	Date: 05/09/2019
College/Department : Preparatory College /UPP	

A. Course Identification and General Information

1. Course title and code : Computer Skill CSKL1100																				
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) UPP (General courses)																				
4. Name of faculty member responsible for the course <ul style="list-style-type: none">• Mrs. Rose Al Momani (Coordinator)• Mr. Sattam Al-yusuf																				
5. Level/year at which this course is offered: UPP First Year/First Semester																				
6. Pre-requisites for this course (if any): None																				
7. Co-requisites for this course (if any): None																				
8. Location if not on main campus: Main Campus																				
9. Mode of Instruction (mark all that apply): <table><tr><td>a. traditional classroom</td><td><input checked="" type="checkbox"/></td><td>What percentage?</td><td><input type="text" value="100%"/></td></tr><tr><td>b. blended (traditional and online)</td><td><input type="checkbox"/></td><td>What percentage?</td><td><input type="text"/></td></tr><tr><td>c. e-learning</td><td><input type="checkbox"/></td><td>What percentage?</td><td><input type="text"/></td></tr><tr><td>d. correspondence</td><td><input type="checkbox"/></td><td>What percentage?</td><td><input type="text"/></td></tr><tr><td>f. other</td><td><input type="checkbox"/></td><td>What percentage?</td><td><input type="text"/></td></tr></table>	a. traditional classroom	<input checked="" type="checkbox"/>	What percentage?	<input type="text" value="100%"/>	b. blended (traditional and online)	<input type="checkbox"/>	What percentage?	<input type="text"/>	c. e-learning	<input type="checkbox"/>	What percentage?	<input type="text"/>	d. correspondence	<input type="checkbox"/>	What percentage?	<input type="text"/>	f. other	<input type="checkbox"/>	What percentage?	<input type="text"/>
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f. other	<input type="checkbox"/>	What percentage?	<input type="text"/>																	
Comments:																				

B Objectives

1. What is the main purpose for this course?

- 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

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)

The improvement process is an ongoing activity that should be applied each semester. During this semester following considerations were made, as we are working in updating the course questions bank , updating the course material and updating the homework and lab exercises .

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

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, websites and other emerging technologies such as blogs, wiki, RSS, podcasting, and Google Apps. Applications widely used including word processing, spreadsheets, databases, presentation, and web development programs 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.

1. Topics to be Covered

List of Topics	No. of Weeks	Contact hours
All about Computer, Network , Internet and Information security	2	8
Operating System (Windows 10)	1	4
Word Processing (MS Word 2016)	3	12
Spreadsheets (MS Excel 2016)	3	12
Presentation Graphics (MS PowerPoint 2016)	2	8
Self-Learning	1	4

2. Course components (total contact hours and credits per semester):

		Lecture	Tutorial	Laboratory/ Studio	Practical	Other:	Total
Contact Hours	Planned	52					52
	Actual	48					48

Credit	Planned	39		39
	Actual	36		36

3. Additional private study/learning hours expected for students per week.	NA
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4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

On the table below are the five NQF Learning Domains, numbered in the left column.

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.)

Code #	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
1.0	Knowledge		
1.1	Define the general concept about the computer system, networks and computer security.	Brain Storming, presentation ,Discussion	Quiz 1 + Midterm Exam +Final Exam
2.0	Cognitive Skills		
2.1	Create sound MS word documents using Microsoft Word 2016, edit the documents and save them.	Team work ,presentation	Quiz 2 + Homework 1 + Final Exam
2.2	Create MS Excel spreadsheets using Microsoft Excel 2016 and edit them.	Team work ,presentation	Quiz 2+Homework 2 + Final Exam
2.3	Create MS Power Point presentation using Microsoft Power Point 2016, edit Slides and save them.	Team work ,presentation	Homework 3 + Final Exam
3.0	Interpersonal Skills & Responsibility		
4.0	Communication, Information Technology, Numerical		
4.1	Use Internet as search services and communicate by E-mail and using Windows 10.	Brain Storming, presentation ,Discussion	Midterm , Final Exam
4.2	Write a well-organized Self-learning project on one of the following topics (computer hacker, computer viruses, computer system, the history of the computer, History of the usage of computer in medical field , and Electronic Commerce) and present it in front of the lecturer and students.	presentation	Project
5.0	Psychomotor		

5. Schedule of Assessment Tasks for Students During the Semester

	Assessment task (i.e., essay, test, quizzes, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Quizzes	Week 6 Week 12	10%
2	Midterm Exam	Week 8	25%
3	Homework's	Week 8 Week 11 Week 13	10%
4	Self-Learning Project	Week 15	15%
5	Final Exam	Week 17	40%

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)

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.

E Learning Resources

<p>1. List Required Textbooks</p> <ul style="list-style-type: none"> • Computer Skills / King Soud University / 2018
<p>2. List Essential References Materials (Journals, Reports, etc.)</p> <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
<p>3. List Electronic Materials, Web Sites, Facebook, Twitter, etc.</p>
<p>4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.</p>

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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.)

(Lecture room, laboratories, etc.) Laboratories rooms accommodating 24 students.)

2. Technology resources (AV, data show, Smart Board, software, etc.)

Available at the University for the students

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

Present resources are sufficient.

G Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching

Confidential completion of standard course evaluation questionnaire available at Dar Al Uloom University website and required by all students prior to disclosure of their course grade.

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

Frequent revision of faculty members, learning and teaching departmental committee, and academic plans college committee meetings , UPP Arabic department meetings. Meetings/consultation among the teaching staffs face to face and on phone. Meeting between course coordinator and tutors is few times during semester to discuss student problems and different steps are taken for improvement of course.

3. Processes for Improvement of Teaching

Workshops on teaching methods, and review of recommended teaching strategies based on field faculty members, departmental learning and teaching committee, and college academic planning committee. In addition to utilization of modern teaching facilities like the smart board, and encouragement of students to explore useful relevant resources of the world wide web Consultation with other teachers and experts.

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)

All the exams and Assignment are computerized and the coordinator have the access to check the correction of the assignment and exams and review the result for his sections and other instructor sections

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

The course material reviewed after every semester by the faculty members teaching the course.

Name of Course Instructor: Mrs. Rose Al Momani

Signature: _____ Date Specification Completed: 05/09/2019

Program Coordinator: _____

Signature: _____ Date Received: _____