

**Kingdom of Saudi Arabia**

**The National Commission for Academic Accreditation & Assessment**

***COURSE SPECIFICATION***

**Computer skills  
Comp – 131**

# Course Specification

Institution	Dammam University
College/Department	Deanship of preparatory year & Support Studies

## A Course Identification and General Information

1. Course title and code: Computer skills Comp - 131
2. Credit hours 2 hours
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs)
4. Name of faculty member responsible for the course Dr. Abdullah Al-Qahtani
5. Level/year at which this course is offered preparatory year
6. Pre-requisites for this course (if any) <b>Admission at the program</b>
7. Co-requisites for this course (if any)
8. Location if not on main campus Building 500

## B Objectives

1. Summary of the main learning outcomes for students enrolled in the course. <b>This course aims to provide the students with basic and advanced skills to operate and make use of a personal computer in different environments such as in an academy, or at home. The course gives the students the right skills to be able to work with Microsoft Windows 7 operating system in a professional manner. The students gain in this course the practical skills to utilize an office productivity package for different purposes such as Word-processing, Data Sheets, and Presentation. The course leads the students to a pattern of modern education and the course aims to prepare the delivery of the course contents based on a hands-on approach.</b>
2. Briefly describe any plans for developing and improving the course that are being implemented. <ul style="list-style-type: none"><li>• Update course content, through reference to scientific developments related to the content of the course.</li><li>• Exchange experiences between teachers and coordinators in charge of the</li></ul>

<p>course.</p> <ul style="list-style-type: none"> <li>Updating the operating systems, use up-to-date software packages used in the course.</li> <li>Develop the lab facilities.</li> </ul>
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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		
Topics	No of Weeks	Contact hours
<b>1. Use the main features of the operating system including adjusting the main computer settings and using built-in help features.</b>	<b>1</b>	<b>4</b>
<b>2. Use utility software to compress and extract large files and use anti-virus software to protect against computer viruses.</b>	<b>2</b>	<b>8</b>
<b>3. Create and edit small-sized word processing documents that will be ready to share and distribute.</b>	<b>2</b>	<b>8</b>
<b>4. Prepare documents for mail merge operations.</b>	<b>1</b>	<b>4</b>
<b>5. Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options.</b>	<b>1</b>	<b>4</b>
<b>6. Understand different presentation views and when to use them, choose different slide layouts and designs.</b>	<b>1</b>	<b>4</b>
<b>7. Choose, create and format charts to communicate information meaningfully.</b>	<b>1</b>	<b>4</b>
<b>8. Apply animation and transition effects to presentations and check and correct presentations content before finally printing and giving presentations.</b>	<b>1</b>	<b>4</b>
<b>9. Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data.</b>	<b>1</b>	<b>4</b>
<b>10. Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognize error values in formulas.</b>	<b>2</b>	<b>8</b>
<b>11. Choose, create and format charts to communicate information meaningfully.</b>	<b>1</b>	<b>4</b>

2 Course components (total contact hours per semester):			
Lecture: Theoretical, practical	Tutorial:	Practical/Fieldwork/Internship: 64 hours per semester	Other:

<p>3. Additional private study/learning hours expected for students per week. (This should be an average :for the semester not a specific requirement in each week)</p> <p>4 Hours Per week</p>
<p>4. Development of Learning Outcomes in Domains of Learning</p> <ul style="list-style-type: none"> <li>• To develop student's knowledge about the Microsoft Windows 7 Operating System.</li> <li>• To develop student's knowledge about different aspects of new information technology topics.</li> <li>• To develop basic knowledge of students about Microsoft Office Word, Excel, Powerpoint.</li> </ul>
<p><b>a. Knowledge</b></p>
<p>(i) Description of the knowledge to be acquired</p> <p>Students will gain broad knowledge about :</p> <ul style="list-style-type: none"> <li>• <b>Students will gain broad knowledge about concept of information Technology and different applications such as word processing, Presentation, Web Browsing, networks and their importance, and Spreadsheet.</b></li> </ul>
<p>(ii) Teaching strategies to be used to develop that knowledge</p> <ul style="list-style-type: none"> <li>• Lecture and practical work</li> <li>• Use the blackboard</li> <li>• Brainstorming</li> <li>• In class discussions</li> <li>• Share knowledge between group students.</li> </ul>
<p>(ii) Methods of assessment of knowledge acquired</p> <p><b>Students attendance , tasks, participation, projects and there will be five exams (Word processing, presentation, spread sheets )</b></p>
<p><b>b. Cognitive Skills</b></p>
<p>(i) Cognitive skills to be developed</p> <p>The following skills of students will be developed:</p> <ul style="list-style-type: none"> <li>• Linking between the theoretical and practical skill.</li> <li>• Analysis and conclusion skill.</li> <li>• The skills of computer usage and creating reports, tables and electronic presentations.</li> </ul>
<p>(ii) Teaching strategies to be used to develop these cognitive skills</p> <p>Students are guided:</p> <ul style="list-style-type: none"> <li>• <b>By using different Examples</b></li> <li>• <b>Using different styles of discussion and brainstorming in order to connect between the theoretical and the practical side.</b></li> <li>• <b>Homework, projects and practical exercises during the lecture to develop the student computer skills.</b></li> </ul>

<ul style="list-style-type: none"> <li>• <b>Ask questions and give exercises that require analysis and conclusion.</b></li> <li>• <b>by Lectures, Tutorials, and self-learning</b></li> </ul>
<p>(iii) Methods of assessment of students cognitive skills</p> <ul style="list-style-type: none"> <li>• <b>Tasks, homework, projects, quizzes and exams</b></li> </ul>
<p><b>c. Interpersonal Skills and Responsibility</b></p>
<p>(i) Description of the interpersonal skills and capacity to carry responsibility to be developed</p> <ul style="list-style-type: none"> <li>• The student's ability to have dialogue and discussion with others</li> <li>• Interpersonal skills with others and taking responsibility.</li> <li>• Be responsible for the creation of scientific performance of duties and incentives that add to the grades of the activity.</li> <li>• Ability to work in groups for discussion and research</li> <li>• Group and individual participation in class.</li> <li>• Practical work.</li> </ul>
<p>(ii) Teaching strategies to be used to develop these skills and abilities</p> <ul style="list-style-type: none"> <li>• To encourage them to participate in discussions and do the practical work.</li> <li>• To share information between groups.</li> </ul>
<p>(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility</p> <p>Correction of practical work, monitoring timeliness, monitoring of student respect to other students within the class, assessing the participation in group work, assessment of student participation, class activities and share knowledge between groups.</p>
<p><b>d. Communication, Information Technology and Numerical Skills</b></p>
<p>(i) Description of the skills to be developed in this domain.</p> <ul style="list-style-type: none"> <li>• Development of IT skills of students.</li> <li>• Development of analysis and design skills.</li> </ul>
<p>(ii) Teaching strategies to be used to develop these skills</p> <ul style="list-style-type: none"> <li>• Through lectures, class exercise, homework assignments and projects.</li> <li>• Through implementing group work techniques.</li> </ul>
<p>(iii) Methods of assessment of students numerical and communication skills</p> <ul style="list-style-type: none"> <li>• Assessment of their quality of work and projects.</li> <li>• Assessing their interaction in class with the teacher and students.</li> </ul>
<p><b>e. Psychomotor Skills (if applicable)</b></p>
<p>(i) Description of the psychomotor skills to be developed and the level of performance required <b>NA</b></p>

(ii) Teaching strategies to be used to develop these skills <b>NA</b>
(iii) Methods of assessment of students psychomotor skills <b>NA</b>

5. Schedule of Assessment Tasks for Students During the Semester			
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
<b>1</b>	<b>Attendance &amp; participation</b>	<b>1 to 15</b>	<b>10%</b>
<b>2</b>	<b>Using the Computer &amp; Managing Files (windows) Test</b>	<b>3</b>	<b>10%</b>
<b>3</b>	<b>Word Processing quiz</b>	<b>5</b>	<b>5%</b>
<b>4</b>	<b>Word Processing Project</b>	<b>7</b>	<b>5%</b>
<b>5</b>	<b>Word Processing Test</b>	<b>8</b>	<b>10%</b>
<b>6</b>	<b>Presentation Project</b>	<b>10</b>	<b>5%</b>
<b>7</b>	<b>Presentations Quiz</b>	<b>11</b>	<b>5%</b>
<b>8</b>	<b>Spreadsheets Quiz</b>	<b>13</b>	<b>5%</b>
<b>9</b>	<b>Spreadsheets Test</b>	<b>14</b>	<b>10%</b>
<b>10</b>	<b>Final Exam</b>	<b>15</b>	<b>35%</b>
	<b>Total</b>		<b>100%</b>

## D. Student Support

1. Arrangements for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)
8 Hours per Week

## E Learning Resources

1. Required Text(s) <b><u><a href="#">Computer Skills: Version 6 / Syllabus 5.</a></u></b>
2. Essential References
3- Recommended Books and Reference Material (Journals, Reports, etc) (Attach List)

<p>4-.Electronic Materials, Web Sites etc</p> <ul style="list-style-type: none"> <li>• <a href="http://www.icdlgcc.org">www.icdlgcc.org</a></li> <li>• <a href="http://www.office.microsoft.com/en-us">www.office.microsoft.com/en-us</a></li> <li>• <a href="http://www.litmus.com">www.litmus.com</a></li> </ul>
<p>5- Other learning material such as computer-based programs/CD, professional standards/regulations</p> <p>ICDL CD's</p>

## F. Facilities Required

<p>Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)</p>
<p>1. Accommodation (Lecture rooms, laboratories, etc.) Computer Laboratories of 40 computers per lab</p>
<p>2. Computing resources Computers and internet in addition to installed applications for the course.</p>
<p>3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list) E-Podium, Smart board, projector.</p>

## G Course Evaluation and Improvement Processes

<p>1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching</p> <ul style="list-style-type: none"> <li>• Surveys, discussion groups</li> </ul>
<p>2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department</p> <ul style="list-style-type: none"> <li>• Monitoring and supervision of classes by the department.</li> </ul>
<p>3 Processes for Improvement of Teaching</p> <ul style="list-style-type: none"> <li>• Allow the teachers to be in the active enhancement process for better teaching.</li> <li>• Prepare new and up-to-date lectures materials.</li> <li>• Provide online class related materials.</li> <li>• Give feedback to teachers.</li> <li>• Give trainings to teachers on new technology to be used in teaching.</li> </ul>
<p>4. Processes for Verifying Standards of Student Achievement (eg. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)</p> <ul style="list-style-type: none"> <li>• Developing the exams by the assessment unit.</li> <li>• Allow independent marking of random students from each class by a different faculty member.</li> <li>• Monitor exams by other faculty members.</li> </ul>
<p>5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for</p>

improvement.

The planning arrangements are continuous and feedback feed plans to achieve better standards and have more effectiveness of the course. While applying the plan up to the standards, all new positive points and lessons learned are studied and taken into considerations in new plans as well as modification of plans currently running.