

ATTACHMENT 2 (e)

Course Specifications

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

Course Specifications

Course Specifications

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|--|----------------------------------|
| Institution: University of Jeddah | Date of Report: 24/5/1438 |
| College/Department : College of Computer and Information technology/Department of Information technology | |

A. Course Identification and General Information

| | | | |
|---|-------------------------------------|------------------|---------------------------------|
| 1. Course title and code: computer and information technology skills (CPIT 100) | | | |
| 2. Credit hours 2 | | | |
| 3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) First year (preparing year) | | | |
| 4. Name of faculty member responsible for the course | | | |
| 5. Level/year at which this course is offered Level:1-2 | | | |
| 6. Pre-requisites for this course (if any) | | | |
| 7. Co-requisites for this course (if any) | | | |
| 8. Location if not on main campus | | | |
| 9. Mode of Instruction (mark all that apply) | | | |
| a. Traditional classroom | <input checked="" type="checkbox"/> | What percentage? | <input type="text" value="20"/> |
| b. Blended (traditional and online) | <input checked="" type="checkbox"/> | What percentage? | <input type="text" value="80"/> |
| 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"/> |
| Comments: | | | |

B Objectives

- To understand and know how to use Office Applications.
- To gain the knowledge about the e-government and e-commerce services, and how to make use of it.
- To gain knowledge about the operating systems for both computers and smart devices.
- To understand and practice e-learning systems.
- To gain knowledge about Network and Information Security.
- To gain knowledge and understand the ethics and regulations of using information systems.
- To gain knowledge about the cloud computing and Social Media Applications.

C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached)

This course, Computer Skills and IT, focuses on developing the student's skills in how to use, operate and manage Computers. The course provides all the required information about the computer and smart device operating systems such as Windows and Android. Furthermore, this course enriches the student's knowledge with the required information in Computer and Network Security. In addition, the students will learn how to use MS Office applications such as Word, Excel and PowerPoint.

| 1. Topics to be Covered | | |
|---|--------------|---------------|
| List of Topics | No. of Weeks | Contact Hours |
| <p>1. <u>Office applications skills</u></p> <ul style="list-style-type: none"> • Microsoft Office • Microsoft Word • Excel Workspace • Microsoft PowerPoint • Exploring Google | 3 | 6 |
| <p>2. <u>Introduction to E-commerce</u></p> <ul style="list-style-type: none"> • important of e-commerce. • Define e-commerce, understand how e-commerce differs from e-business. • Identify and describe the unique features of e-commerce technology and discuss their business significance. • Describe the major types of e-commerce. • Describe the major themes underlying the study of e-commerce. • Describe the major B2C business models. Describe the major B2B business models. | 2 | 4 |

| | | |
|---|---|---|
| <p>3. <u>Operating systems</u></p> <ul style="list-style-type: none"> • Operating System Objectives and Functions. • The Evolution of Operating Systems. • OS Design Considerations for Multiprocessor and Multicore. • Microsoft Windows Overview. • Android. | 2 | 4 |
| <p>4. <u>Information and networks security</u></p> <ul style="list-style-type: none"> • There Is No Such Thing As Absolute Security • The Three Security Goals Are Confidentiality, Integrity, and Availability • Integrity Models, Availability Models • Defense in Depth as Strategy • When Left on Their Own, People Tend to Make the Worst Security Decisions <p>Computer Security Depends on Two Types of Requirements: Functional and Assurance</p> | 2 | 4 |
| <p>5. <u>Ethics and regulations of using information systems</u></p> <ul style="list-style-type: none"> • The pace of change • Change and unexpected developments • Themes • Ethics <p>cyber-crime in KSA</p> | 2 | 4 |
| <p>6. <u>Cloud computing and social networks</u></p> <ul style="list-style-type: none"> • Facebook • Using LinkedIn • Using Twitter • Using Social Networks—Smartly and Safely • Protecting Your Children • Protecting Yourself <p>--- Cloud computing</p> <ul style="list-style-type: none"> • Origins and Influences • Basic Concepts and Technology • Goals and benefits | 3 | 6 |

| | | | | | | |
|--|---------|----------|------------|-----------|--------|-------|
| 2. Course components (total contact hours and credits per semester): | | | | | | |
| | Lecture | Tutorial | Laboratory | Practical | Other: | Total |
| Contact Hours | | | | | | |
| Credit | | | | | | |

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| 3. Additional private study/learning hours expected for students per week. | <input type="text"/> |
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| 4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy |
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| | NQF Learning Domains And Course Learning Outcomes | Course Teaching Strategies | Course Assessment Methods |
|------------|--|--|---|
| 1.0 | Knowledge | | |
| 1.1 | <ul style="list-style-type: none"> To understand and know how to use Office Applications. | 1. Lectures. 2. Exams. 3. Discussions. 4. Sessions. 5. activities. | 1. Home works. 2. Oral test. 3. Experiment exams. 4. written exams |
| 1.2 | <ul style="list-style-type: none"> To gain the knowledge about the e-government and e-commerce services, and how to make use of it. | | |
| 1.3 | <ul style="list-style-type: none"> To gain knowledge about the operating systems for both computers and smart devices. | | |
| 1.4 | <ul style="list-style-type: none"> To understand and practice the e-learning systems. | | |
| 1.5 | <ul style="list-style-type: none"> To gain knowledge about Network and Information Security. | | |
| 1.6 | <ul style="list-style-type: none"> To gain knowledge and understand the ethics and regulations of using information systems. | | |
| 1.7 | <ul style="list-style-type: none"> To gain knowledge about the cloud computing and Social Media Applications. | | |
| 2.0 | Cognitive Skills | | |
| 2.1 | To be able to drawing and typing techniques | Lab Experiments | Oral test at the end of the experiment to analyse and |

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| | | problem solving. | solve, report and exams. |
| 3.0 | Interpersonal Skills & Responsibility | | |
| 3.1 | Be able to work in a team | Interactive lecturing. Self-learning. Finding to motivation for learning. | Let the student lecturing Manage the team work |
| 3.2 | Be able to take orders and execute it. | | |
| 3.3 | To be able to give feedback | | |
| 4.0 | Communication, Information Technology, Numerical | | |
| 4.1 | The Ability to read and analysis scientific articles | Search internet for related articles. Writing individual and team reports. | Home works. Practical exams. Searching internet. Writing reports. Evaluating information's. |
| 4.2 | To be able to write reports | | |
| 5.0 | Psychomotor | | |
| 5.1 | Ability to build and deal with personal computer properly. | Practice on assembling computer components | Understanding given examples |
| 5.2 | How to use keyboard and mouse | | |

Suggested Guidelines for Learning Outcome Verb, Assessment, and Teaching

| NQF Learning Domains | Suggested Verbs |
|---|--|
| Knowledge | list, name, record, define, label, outline, state, describe, recall, memorize, reproduce, recognize, record, tell, write |
| Cognitive Skills | estimate, explain, summarize, write, compare, contrast, diagram, subdivide, differentiate, criticize, calculate, analyze, compose, develop, create, prepare, reconstruct, reorganize, summarize, explain, predict, justify, rate, evaluate, plan, design, measure, judge, justify, interpret, appraise |
| Interpersonal Skills & Responsibility | demonstrate, judge, choose, illustrate, modify, show, use, appraise, evaluate, justify, analyze, question, and write |
| Communication, Information Technology, Numerical | demonstrate, calculate, illustrate, interpret, research, question, operate, appraise, evaluate, assess, and criticize |
| Psychomotor | demonstrate, show, illustrate, perform, dramatize, employ, manipulate, operate, prepare, produce, draw, diagram, examine, construct, assemble, experiment, and reconstruct |

| 5. 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 | First exam | 5 | 20% |
| 2 | Second exam | 10 | 20% |
| 3 | Practical exam | 11 | 30% |
| 4 | Final exam | 15 | 30% |

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)
Office hours give students the opportunity to ask in-depth questions and to explore points of confusion or interest that cannot be fully addressed in the lecture: For this reason instructor provides at least 5 office hours per week.
My e-mail address is also used for any consultations during the vacations.

E. Learning Resources

1. List Required Textbooks
2. List Essential References Materials (Journals, Reports, etc.)
3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)
4. List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)
5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

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.)
 - Lab with 30 seats in building NJ8
 - Smart Room (the lab is equipped with smart board)

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| 2. Computing resources (AV, data show, Smart Board, software, etc.) Lab with 30 PCS |
| 3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list) |

G Course Evaluation and Improvement Processes

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| 1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching student questioners. Exams evaluation. Student pre enter evaluation exam. |
| 2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor <ul style="list-style-type: none">- Self-evaluation for teachers and students- Department evaluation for results of earlier semesters. |
| 3 Processes for Improvement of Teaching <ul style="list-style-type: none">- Evaluation meeting at the beginning of next semester. |
| 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) <ul style="list-style-type: none">- Check marking by an independent faculty member of a sample of student work.- Follow accreditation requirement.- Distribute exams on different teachers.- Give one form for each teacher |
| 5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement. <ul style="list-style-type: none">- Regular meeting to evaluate and plan for developing and updating the course |

Faculty or Teaching Staff:

Signature: _____

Date Report Completed:

Received by: _____

Dean/Department Head

Signature: _____

Date: _____