اعتماد
NCAAA

T4

2020

Course Specifications

Course Title:	IT Skills
Course Code:	MGIS-271
Program:	College required course offered in: **Bachelor in Management Information Systems.** **Bachelor in Marketing & E-Commerce.** **Bachelor in Business Administration.** **Bachelor in Finance & Banking.** **Bachelor in Accounting.**
Department:	**Management Information Systems**
College:	**College of Business Administration**
Institution:	**Jazan University**
Coordinator:	**Mr. Farooq Ebrahim**

Table of Contents

A. Course Identification

1. Credit hours: 2	

2. Course type

a. University ☐ College **X** Department ☐ Others ☐

b. Required **X** Elective ☐

3. Level/year at which this course is offered: 3 / 2

4. Pre-requisites for this course (if any)**:** COMP101

5. Co-requisites for this course (if any)**: None**

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**	13
2	**Laboratory/Studio**	26
3	**Tutorial**	
4	**Others** (Specify) : Exams	6
	Total	45

B. Course Objectives and Learning Outcomes

1. Course Description

In this course, we shall cover history of computers, computer generations, types of computers, computer networks and its types, software packages like Word processors (MS Word 2016), Spreadsheets (MS Excel 2016) and Presentation (MS PowerPoint 2016) software's,

2. Course Main Objective

- To introduce computer history and computer types.
- To understand computer software and hardware.
- To understand Internet and computer networks.
- To be able to type papers and reports using MS-Word 2016.
- To be able to create charts and analyze data using MS-Excel 2016.
- To be able to create presentation using MS-Power point 2016.

3. Course Learning Outcomes

On successful completion of this course, students will be able to:

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	**Describe** the basic concepts of software and hardware, parts and functions of the Personal Computer.	K1
1.2	**Identify** types of networks, topologies and applicability of Internet, Operating system, data security, computer viruses, communication lines	K1
1.3	**Explain** data representation and measuring computer performance, e-commerce and its areas, search engine, google scholar and wikipedia.	K1
2	**Skills :**	
2.1	**Use** Microsoft package according to their need	S3
2.2	**Communicate** in productive and effective manner.	S4
3	**Values:**	
3.1	Involve themselves for gaining advance knowledge required for future business.	V1

C. Course Content

No	List of Topics	Contact Hours
1	History of computers, computer generations and types of computers	6
2	Parts and functions of the Personal Computer, data representation and measuring computer performance.	6
3	Computer networks and its topologies.	6
4	Internet and uses of internet and types of communication lines	6
5	Operating system and types of operating systems.	6
6.	Data security, computer viruses, types of viruses	6
7.	Search engine, google scholar and Wikipedia.	6
8.	e-commerce and its most prominent benefits, e-marketing and its advantages. pillars of E-commerce.	3
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	**Describe** the basic concepts of software and hardware, parts and functions of the Personal Computer.	Visual & Verbal Lectures & Presentations	Exams / Quizzes, Assignments
1.2	**Identify** types of networks, topologies and applicability of Internet, Operating system, data security, computer viruses, communication lines	Visual & Verbal Lectures & Presentations	Exams / Quizzes, Assignments

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.3	**Explain** data representation and measuring computer performance, e-commerce and its areas, search engine, google scholar and wikipedia.	Visual & Verbal Lectures & Presentations	Exams / Quizzes, Assignments
2.0	**Skills**		
2.1	**Use** Microsoft package according to their need	Demonstration of practical concepts using computer terminal.	Lab Exams / Practical Assignments
2.2	**Communicate** in productive and effective manner.	Group Tasks	Presentation, Lab Exercise
…			
3.0	**Values**		
3.1	Involve themselves for gaining advance knowledge required for future business.	Group Discussion	Group Assignment

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Attendance & Class Participation	Throughout the semester	10%
2	Practical Assignments	4 – 10	20%
3	Theory Mid Term Exam	7	20%
4	Theory Final Exam	15	30%
5	Practical Final Exam	14	20%
6			

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:

Department has established "Academic Advising Committee" which works under the direct supervision of the Head of the Department. The core responsibility of this committee is to make sure that each student is assigned to an academic advisor and each academic advisor provides proper counseling to students for registration of their courses and make sure the students follow the plan as per requirements.

- The student has the right to contact the instructors and academic advisor by their e-mails or during their office hours for academic advices or consultations.

- Students can communicate with a instructor outside the official working hours by email or by its contact number

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Computer Skills, 9th Edition Publisher, year, iban
Essential References Materials	
Electronic Materials	Free websites, youtube channels
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	• Lecture room equipped with a white board. • 30 students / room
Technology Resources (AV, data show, Smart Board, software, etc.)	• Data show, computer and internet connection.
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	• None

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Infrastructure	Students	Course evaluation survey form
Effectiveness of Teaching and Learning process	Students	Course evaluation survey form
Effectiveness of Teaching and Learning process	Quality Assurance Unit and Head of the Department.	Course reports.
Achievement of course learning outcomes.	Course Teacher and QAU	CLO assessment template.
Infrastructure	Students	Course evaluation survey form
Effectiveness of Teaching and Learning process	Students	Course evaluation survey form

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	Department Quality Council
Reference No.	MIS-QC-2021-CS-MGIS271-02
Date	10/11/2021