

ATTACHMENT 5.

Kingdom of Saudi Arabia
The National Commission for Academic Accreditation &
Assessment

T6. Course Specifications
(CS)

14013888-2 Summer Training

Course Specifications

Institution	Umm Al Qura University	Date	8/7/1437
College/Department	College of Computers and Information Systems		

A. Course Identification and General Information

1. Course title and code: 14013888-2 Summer Training			
2. Credit hours 2			
3. Program(s) in which the course is offered. Computer Science (If general elective available in many programs indicate this rather than list programs)			
4. Name of faculty member responsible for the course Summer Training Committee			
5. Level/year at which this course is offered Year 3/ Level 8, Summer Term			
6. Pre-requisites for this course (if any) completed Level 7			
7. Co-requisites for this course (if any)			
8. Location if not on main campus In industrial companies, governmental or private organizations, etc.			
9. Mode of Instruction (mark all that apply)			
a. traditional classroom	<input type="checkbox"/>	What percentage?	<input type="checkbox"/>
b. blended (traditional and online)	<input type="checkbox"/>	What percentage?	<input type="checkbox"/>
c. e-learning	<input type="checkbox"/>	What percentage?	<input type="checkbox"/>
d. correspondence	<input type="checkbox"/>	What percentage?	<input type="checkbox"/>
f. other	<input type="checkbox"/>	What percentage?	<input type="checkbox"/>
Comments:			

work experience in various sectors (industrial, governmental, academic, etc.).

B Objectives

1. What is the main purpose for this course?

The training experience provides students with hands-on work experience in various sectors (industrial, governmental, academic, etc.).

- a. Help students to adapt to the work environment.
- b. Help students to learn how to make decisions and to take responsibility.
- c. Help students to apply theoretical concepts into concrete practical realities.
- d. Help students to improve their communication skills.
- e. Help students to enhance their skills in writing technical reports.
- f. Apply ethical principles and commit to professional ethics, responsibilities and norms of computer science practice.
- g. Give an opportunity to companies/organizations to identify distinctive cadres in order to recruit them after graduation.

The duration of training is 240 hours during the EIGHT weeks of Summer term. The students should be able to register for Summer training when they are in Level 8.

The department (Summer training committee) assigns a faculty member as a supervisor that should follow, advice, and evaluate the students' work.

At the end of Summer training, the students are required to submit a detailed report that shows their training experience and the gained knowledge. They are also required to give a presentation that presents their training experience

The Summer training committee carries out a rubric assessment based on the submitted report, presentation, employer evaluation letter, and supervisor evaluation.

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)

Using questionnaire to collect feedback from students and employers.

Reviewing Summer training programs of other universities to improve our proposed summer training program.

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

Course Description:

The training experience provides students with hands-on work experience in various sectors (industrial, governmental, academic, etc.).

1. Topics to be Covered		
List of Topics	No. of Weeks	Contact hours
N/A		

2. Course components (total contact hours and credits per semester):						
	Lecture	Tutorial	Laboratory or Studio	Practical	Other:	Total
Contact Hours				8 weeks during summer term		
Credit						

3. Additional private study/learning hours expected for students per week. N/A

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			
1.2			
2.0	Cognitive Skills		
2.1	Ability to apply knowledge of mathematics, computing, science, and engineering appropriate to the discipline.	Field Supervision	Report
2.2	Ability to use the current techniques, skills, and tools necessary for computing practice.	Field Supervision	Report
	Ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.	Field Supervision	Report
3.0	Interpersonal Skills & Responsibility		
3.1	Ability to function effectively on teams to accomplish a common goal.	Field Supervision	Report.
3.2	Recognition of the need for, and an ability to engage continuing professional development.	Field Supervision	Report.
4.0	Communication, Information Technology, Numerical		
4.1	Ability to communicate effectively.	Field Supervision	Report.
5.0	Psychomotor		

5. Map course Los with the program Los. (Place course LO #s in the left column and program LO #s across the top.) (I = Introduction P = Proficient A = Advanced)

Course Los #	Program Learning Outcomes (Use Program LO Code #s provided in the Program Specifications)														
	1.1	1.2	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	4.1	4.2	4.3	5.1	5.2
2.1				P											
2.2						P									
3.1								P							
3.2										P					
4.1											P				

6. 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	Field supervisor report evaluation	Final	40%
2	Student report	Final	40%
3	Student presentation	Final	20%

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)

E Learning Resources

1. List Required Textbooks

N/A

2. List Essential References Materials (Journals, Reports, etc.)

3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)
4. List Electronic Materials, Web Sites, Facebook, Twitter, 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.)
2. Computing resources (AV, data show, Smart Board, software, etc.)
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching
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Feedback through survey received from students.
2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department N/A
3 Processes for Improvement of Teaching N/A
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) a. The summer training committee may review and reevaluate the students achievement
5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement. N/A

Name of Instructor: _____

Signature: _____ Date Report Completed: _____

Name of Course Instructor _____

Program Coordinator: _____

Signature: _____ Date Received: _____