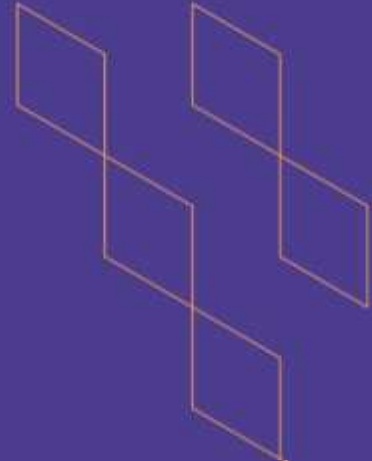




T-104
2022

Course Specification



Course Title:	Business Computer Applications (1)
Course Code:	BA1201
Program:	BA Degree in Business Administration
Department:	Business Administration
College:	College of Business
Institution:	Umm Al-Qura University
Version:	2
Last Revision Date:	28/01/2023



Table of Contents:

Content	Page
A. General Information about the course	3
1. Teaching mode (mark all that apply)	3
2. Contact Hours (based on the academic semester)	3
Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	4
Course Content	5
E. Learning Resources and Facilities	6
1. References and Learning Resources	6
2. Required Facilities and Equipment	6
F. Assessment of Course Quality	6
G. Specification Approval Data	7





A. General information about the course:

Course Identification	
1. Credit hours:	3
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: Level 1	
4. Course general Description The Business Computer Applications (1) course refers to the varied computer machinery and software used to create, collect digitally, store, manipulate, and relay office information needed to accomplish basic tasks	
5. Pre-requirements for this course (if any):	
6. Co- requirements for this course (if any):	
7. Course Main Objective(s) Delivery of basic concepts in office automation technologies used in the business environment.	

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	24	80%
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> • Traditional classroom • E-learning 	6	20%
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	18



2.	Laboratory/Studio	12
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		30

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Explain the definition and usage of the most used technologies in office automation in the business environment.	K1	PowerPoint presentations	Oral during the class, experimenting to identify what students understood
1.2	Distinguish which office business tool best fits different contexts.	K3	Lecture, Discussion	Oral during the class, experimenting to identify what students understood
2.0	Skills			
2.1	Carry out basic tasks given in Operating Systems.	S5	Lecture, Demonstration, work Lab Lab	experimenting to identify what students understood
2.2	Carry out basic tasks given in Word Processing.	S5	Lecture, Demonstration, work Lab Lab	experimenting to identify what students understood
2.3	Carry out basic tasks given in Spreadsheets.	S5	Lecture, Demonstration, work Lab Lab	experimenting to identify what students understood

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.4	Carry out basic tasks given in Presentation Tools.	S5		experimenting to identify what students understood
2.5	Carry out basic tasks given in dealing with Emails.	S5		experimenting to identify what students understood
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate values of integrity, ethical behavior, cooperation, and independence in both academic and personal contexts.	V3	Divide students in groups and change the leadership of groups each period	Group Presentation Assess each group achievements
...				

C. Course Content

D. Students Assessment Activities

NO	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1	LAB assessment 1	Week 4	10%
2	Midterm Exam (written test)	Week 6	30%
3	LAB assessment 2	Week 8	10%



NO	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
4	Final assessment (lab work)	Week 12	25%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Windows 10: New 2020 Complete User Guide to Learn Microsoft Windows 10 with 580 Tips & Tricks. Andrew Wilson Microsoft Office Inside Out (Office 2021 and Microsoft 365). Joe Habraken
Supportive References	Viehhauser, J., 2022. Software robotics and artificial intelligence as an automation lever for management accounting and back-office automation
Electronic Materials	Gupta, S. and Gupta, S., 2021. Analysis and Design of Smart Office Automation System. In Computer Networks and Inventive Communication Technologies (pp. 963-973).
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom, lab
Technology equipment (projector, smart board, software)	Data Show, Smart Board , , software
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chair, Students, External Stakeholders and quality Department committee	Open discussions with the students Anonymous surveys



Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of students assessment	Chair, Students, External Stakeholders, Department and quality committee	Checking marking by the students themselves if it's possible Using the help of other members in reviewing the assignments/exams
Quality of learning resources	Chair, Students, External Stakeholders, Department and quality committee	Review of course portfolios Instructor assessment by students
The extent to which CLOs have been achieved	Chair, Students, External Stakeholders, Department and quality committee	Course specifications are periodically reviewed at the departmental level. Courses are updated periodically and compared to the benchmark standards.
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	BA DEPARTMENT
REFERENCE NO.	
DATE	28/01/2023

