هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Business Computer Applications (2)
Course Code:	BA1202
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) 2. Contact Hours (based on the academic semester)	3
Course Learning Outcomes (CLOs), Teaching Strategies and Assessment **Methods**	4
Course Content	6
E. **Learning Resources and Facilities**	7
1. References and Learning Resources	7
2. Required Facilities and Equipment	7
F. Assessment of Course Qualit	7
G. Specification Approval Data	8

A. General information about the course:

Course Identification					
1. Credit hours:	3				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: Level 2					
4. Course general Description Business Computer Applications 2 course refers to the varied computer machinery and software used to digitally create, collect, store, manipulate, and relay office information needed for accomplishing integrated and advanced tasks.					
5. Pre-requirements for this course (if any): BA1201					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) Helping future businessmen to achieve their management objectives efficiently and effectively using the best practice techniques used in office automation technologies used in 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 • 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 process modeling and workflow design	K1	PowerPoint presentations	Oral during the class, experimenting to identify what students understood
1.2	Implement Website design using HTML	K4	Lecture, Discussion	Oral during the class, experimenting to identify what students understood
1.3	Manage access control and security issues	K4	Lecture, Discussion	LAB
1.4	Experiment network technologies	K3	Lecture, Discussion	LAB

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.0	Skills			
2.1	Create Process modeling and workflow design.	S1	Lecture, Lab Demonstration, Lab work	experimenting to identify what students understood
2.2	Design and publish Websites	S3	Lecture, Lab Demonstration, Lab work	experimenting to identify what students understood
2.3	Access control and security	S5	Lecture, Lab Demonstration, Lab work	experimenting to identify what students understood
2.4	Manage networking technologies	S5	Lecture, Lab Demonstration, Lab work	experimenting to identify what students understood
3.0	Values, autonomy, and responsibility			
3.1	Work effectively in a group	V2	Divide students in groups and change the leadership of groups each period	Group Presentation Assess each group achievements
...				

C. Course Content

No	List of Topics	Contact Hours
1	Process modeling and workflow design	9
2	**Website design and HTML**	9
3	Managing Access control and security issues	6
4	Experimenting network technologies.	6
5		
6		
Total		30

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%
4	Final assessment (lab work)	Week 12	50%

***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	Workflow Modeling: Tools for Process Improvement and Application Development. Alec Sharp, Patrick McDermott Access Control Systems: Security, Identity Management and Trust Models. Messaoud Benantar. Network Management Fundamentals. Alexander Clemm
Supportive References	
Electronic Materials	How TO - Make a Website. https://www.w3schools.com/
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 Department and quality committee	Open discussions with the students Anonymous surveys
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	Review of course portfolios

Assessment Areas/Issues	Assessor	Assessment Methods
	Department and quality committee	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