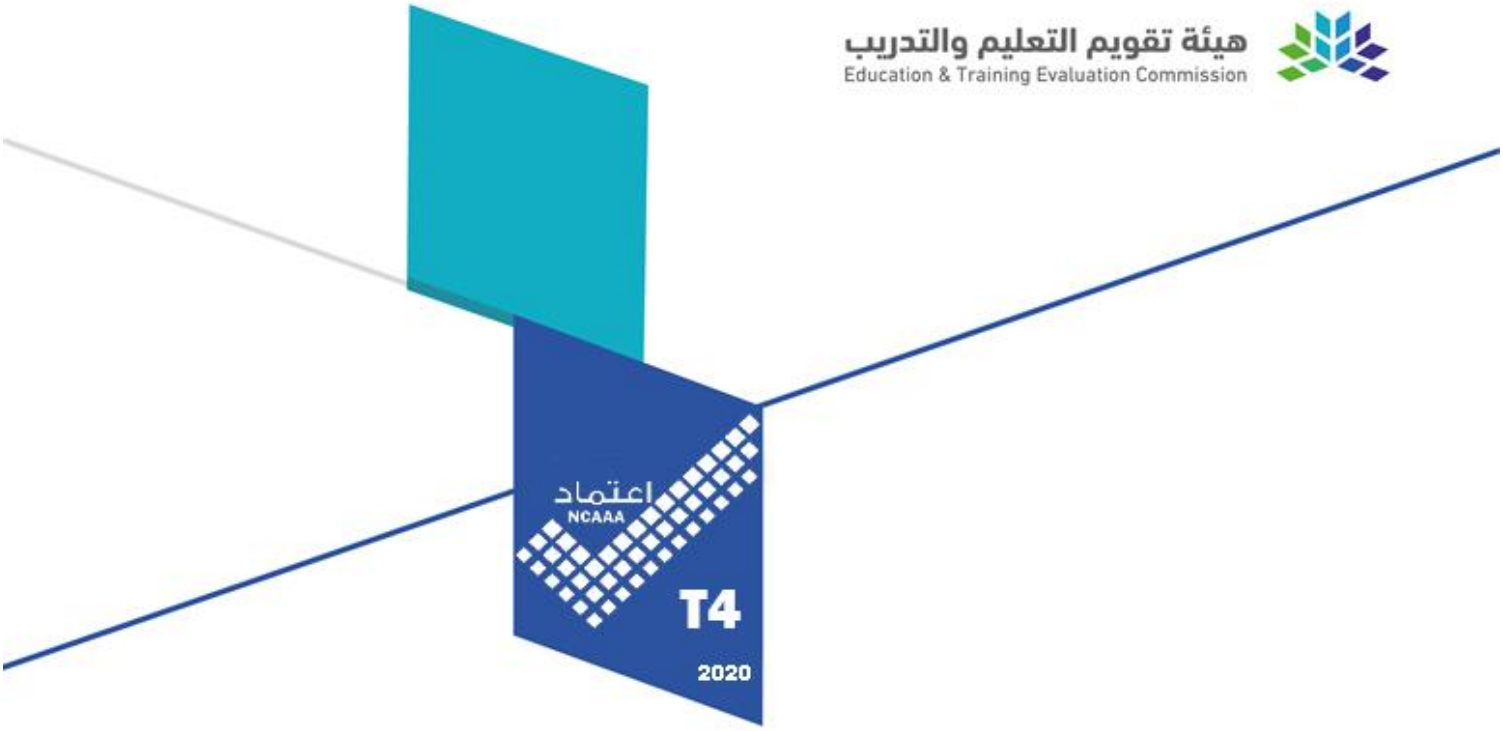
هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission



Course Specifications

Course Title:	**Computer Programming**
Course Code:	**480 ، 150-2**
Program:	**First year Administrative Track.**
Department:	**Computer science**
College:	**Common First Year Deanship**
Institution:	**Umm Al-Qura University**

Table of Contents

A. Course Identification

1. Credit hours:
2. Course type **a.** University ☐ College ☐ Department ■ Others ☐ **b.** Required ■ Elective ☐
3. Level/year at which this course is offered: 1st Semester of First Year
4. Pre-requisites for this course (if any)**:** •
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**		100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	30
2	**Laboratory/Studio**	30
3	**Tutorial**	
4	**Others** (specify)	
	Total	60

B. Course Objectives and Learning Outcomes

1. Course Description

In this course, we shall cover the following topics:

- Introduction to computer
  Computer History, Types, key concept and features
- Computer Hardware
  Input units, output units, storage units, and system units
- Computer Software
  Software definition, and system software
- Information Systems
  Applications and uses of Information systems
- Networks and Internet
  Computer networks, types of networks, Internet and its services
- Data security
  Information Security and Threats, Information protection and privacy
- MS Word 2016 , MS Excel 2016, MS PowerPoint 2016

2. Course Main Objective

- To understand introduction to computer science.
- 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

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Introduction to computer	
1.2	Computer hardware	
1.3	Computer software	
١,٤	Information Systems	
١,٥	Networks and Internet	
١,٦	Data security	
١,٧	MS-Word 2016	
١,٨	MS-Excel 2016	
1.9	MS-PowerPoint 2016	
2	**Skills :**	
2.1	Effective Learning skills	
2.2	Self-assessment and development	
2.3	Productive effective and interactive discussion skills	
2.٤	Following the learner manners and ethics including; commitment, respect and communication with confidence	
3	**Values:**	
3.1	Contribute the suitable technology to solve problems.	
3.2	Collaborate effectively in a multidisciplinary team.	

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to computer	4
2	Computer hardware	4
3	Computer software	4
4	Information Systems	4
5	Networks and Internet	8
6	Data security	4
7	MS-Word 2016	12
8	MS-Excel 2016	12
9	MS-PowerPoint 2016	12
Total		60

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	Introduce computer and its key features	• Practical Labs • Internet and e-learning	• Quizzes • Mid-term examination • Practical examination • Final exam
1.2	Identify computer Hardware and Software		
1.3	Define Information Systems		
1.4	Define Networks and Internet		
1.5	Describe Data security		
1.6	MS-Word 2016		
1.7	MS-Excel 2016		
1.8	MS-PowerPoint 2016		
2.0	**Skills**		
2.1	Effective Learning skills	• Formal lectures. • Lab activities. • Group discussions	• Class participation • Assignments • Quizzes • Practical written exams
2.2	Self-assessment and development.		
3.0	**Values**		
3.1	Collaborate effectively in a multidisciplinary team.	• Collaborative learning • Active learning	• Peer-evaluating
3.2	Contribute the suitable technology to solve problems.	• Learning by discovering	• Peer assessment.

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quizzes and Labs	4-12	15%
2	Practical	15	15%
3	Midterm	8	30%
4	Final	16	40%
	Total		100%

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

- Quizzes:
  - Quiz1: Week 4 | Chap 1.
  - Quiz2: Week 6 | Chap 2.
  - Quiz3: Week 10 | Chap 3-4.

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

- Office hours: during which students are encouraged to visit their instructor for help, conversation practice and clarifying difficult concepts (4 hours a week).
- Responding to inquiries and suggestions through the official accounts of the instructor in the available social media account.
- Contacting instructors through e-mail account provided by the university (5 days from 8 AM to 5 PM).
- Through Blackboard.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	• A practical Introduction to Python Programming • Fundamentals of Python Programming
Essential References Materials	

Electronic Materials	• Lectures Slides
	• Blackboard content includes:
	  ◦ Labs
	  ◦ Assignments

Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	• Laboratories
Technology Resources (AV, data show, Smart Board, software, etc.)	• Data show • Computers • Blackboard
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	• Python compiler is used

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	Faculty	- Feedback from students
Effectiveness of Assessment	Head of department	- Regular course instructor's meetings - Comprehensive annual review and planning - Feedback from members of various stakeholders of interest
Extent of Achievement of Course Learning Outcomes	Peer Reviewer	- Peer-reviewing for examinations by checking random samples of student work and exam -Analyzing the exam questions

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	Vice Dean of Common First Year for Academic Affairs, Dr Ahmad Fawzi Arbaeen
Reference No.	-
Date	27/3/2022