

Kingdom of Saudi Arabia
National Commission for Academic
Accreditation & Assessment



المملكة العربية السعودية
الهيئة الوطنية للتقويم
والاعتماد الأكاديمي

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

T6. Course Specifications

PREP COMPUTER SKILLS
(PCOS 001)
2nd semester 2016



Course Specifications

Institution: University of Hail Date: 05/01/2016

College/Department: : Preparatory Year / Computer Science Department

A. Course Identification and General Information

1. Course title and code:

PREP COMPUTER SKILLS (PCOS 001)

2. Credit hours: 2 Hours

3. Program(s) in which the course is offered:

Preparatory Year(Medical, Humanities and Science tracks)

4. Name of faculty member responsible for the course:

Mr.Zeyad Ghaith

5. Level/year at which this course is offered: 2nd semester 2016

6. Pre-requisites for this course (if any):

None

7. Co-requisites for this course (if any):

None

8. Location if not on main campus:

Deanship of Preparatory Year / Baqaa Street and whole Female branches'

9. Mode of Instruction (tick (✓) the appropriate box):

a. Traditional classroom

None

What percentage?

None

b. Blended (traditional and online)

✓

What percentage?

14%

c. E-learning

✓

What percentage?

86%

d. Correspondence

None

What percentage?

None

f. Other

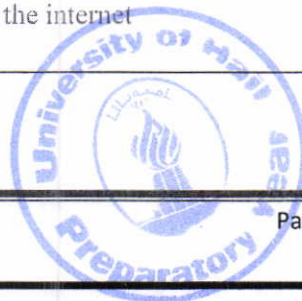
None

What percentage?

None

Comments:

The students are interact and communicate very well through the internet



B. Objectives

1. What is the main purpose for this course?

The main purposes of computer course are developing students skills in usage of computer, turn it on and knowing some parts of computer hardware (*CPU, Main Memory Unit, Input Units ,Output Units, and Secondary Storage Units) and applying on some software (**MS Windows, MS Word ,MS Excel, MS PowerPoint and Internet Explorer)

*CPU : Central Processing Unit.

**MS : Microsoft.

2. Briefly describe any plans for developing and improving the course that are being implemented. Always searching about new book contains last updated of information technology.

C. Course Description

1. Topics to be Covered		
List of Topics	No. of Weeks	Contact Hours
نظام بلاك يورد Blackboard System Learn: Learning Management System	1	2
تكنولوجيا المعلومات والاتصالات Information and communications Technology	2	4
ويندوز ٧ Windows 7	2	4
الانترنت والاتصالات Internet and communications	2	2
معالجة النصوص Word Processing using Microsoft Word 2010	3	6
الجداول الالكترونية Spreadsheets using Microsoft Excel 2010	2	4
العروض التقديمية Presentation using Microsoft Power point 2010	2	4

2. Course components

	Lecture	Tutorial	Laboratory or Studio	Practical	Other	Total
Contact Hours	2*14	0	0	0	0	28
Credit	2	0	0	0	0	2

