Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance



الجمهوريــة اليمنـــية وزارة التعليم العالــي والبحث العلمي مجلس الاعتمـاد وضمان جـودة التعليم العالــي

استخدام الحاسوب (٢)

Course Specification for Computer Use-2

I. Course Identification and General Information:					
Course Title:	Comput	ter Use-2			
Course Code and Number:					
Credit Hours:	theory	practice	seminar	training	Total
Great Hours.	14	unlimited			42
Level & Semester:	Level Four, 1st semester				
Pre-requisites (if any):	Computer Use-2				
Co-requisites (if any):	none				
Program in which this course is	BA				
offered:					
Language of teaching the course:	English				
Location of teaching the course:	Classroom and at <u>www.alison.com</u> website				
Prepared by:	Dr. Abdulrahim Qasim Mohamed Al-Salwi				
Date of Approval:					

II. Course Description:

Computer Use-2: The Course is a continuation of Computer Use-1. It provides CBT (Computer Based Tutor) on Microsoft Excel spreadsheet and PowerPoint application programs using www.alison.com Website. In addition to classroom training using MS Excel spreadsheet and Ms PowerPoint presentation applications installed on Computer Lab Desktop Computers.

عمید الکلیة أ.م.د. عبدالملك محد عیسی نائب العميد لشئون الجودة د. حسين أحمد الورد

رئيس القسم

أ.د.

اشــــــد اف

Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance









الجمهوريــة اليمنـــية وزارة التعليم العالــي والبحث العلمي مجلس الاعتماد وضمان جودة التعليم العالـي

III. Aims and Objectives of the Course:

- 1. Introduction to the basic use of Microsoft Excel spreadsheet application.
- 2. Introduction to the basic use of Microsoft PowerPoint Presentation Application.

IV. Alignment of Course Intended Learning Outcomes (CILOs)		
(A) Alignment of Course Intended Learnin	ng Outcomes of Know	ledge and
Understanding to Teaching Strategies and	l Assessment Strateg	ies:
Course Intended Learning Outcomes	Teaching Strategies	Assessment
		Strategies
a1- Ability to use Microsoft Office Excel application program with savvy and ease.	Live Presentation using Overhead Projector. In addition to CBT (Computer Based Training) software on MS Excel installed in the Computer Lab PCs	Quiz
a2- Ability to use Microsoft Office PowerPoint application program with savvy and ease.	Live Presentation using Overhead Projector. In addition to CBT (Computer Based Training) software on MS Excel installed in the Computer Lab PCs	Quiz
(B) Alignment of Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching Strategies	Assessment

د. حسین أحمد الورد أ.م.د. عبدالملك محمد عیسی

رىيس الفسا

نائب العميد لشئون الجودة

رئيس الجامعة أ.د. القاسم محد عباس

عميد الكلية

عميد مركز التطوير الأكاديمي وضمن الجودة أ.م.د. هدى العماد

أ.د.

Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance









الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي مجلس الاعتماد وضمان جودة التعليم العالي

		Strategies
b1- Ability to create spreadsheet files by using MS Excel software application with savvy and ease.	Live Presentation using Overhead Projector. In addition to CBT (Computer Based Training) software on MS Excel installed in the Computer Lab PCs	Quiz
b2- Ability to create Presentation files by using MS PowerPoint Software application with savvy and ease.	Live Presentation using Overhead Projector. In addition to CBT (Computer Based Training) software on MS PowerPoint installed in the Computer Lab PCs	Quiz
(C) Alignment of Course Intended Learning to the Teaching Strategies and Assessment S		nal and Practical Skills
Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
c1- Create spreadsheet files using MS Excel software application with savvy and ease.	Live Presentation using Overhead Projector. In addition to CBT (Computer Based Training) software on MS Excel installed in the Computer Lab PCs	Quiz
c2- Create presentation files using MS PowerPoint software application with savvy and ease.	Live Presentation using Overhead Projector. In addition to CBT (Computer	Quiz

عمید الکلیة أ.م.د. عبدالملك محد عیسی نائب العميد لشئون الجودة د. حسين أحمد الورد

(D) Alignment of Course Intended Learning Outcomes of Transferable Skills to Teaching

PCs

رئيس القسم

أ.د.

Based Training) software on MS PowerPoint installed in the Computer Lab

رئيس الجامعة أ.د. القاسم محد عباس عميد مركز التطوير الأكاديمي وضمن الجودة أ.م.د. هدى العماد

Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance









الجمهوريــة اليمنـــية وزارة التعليم العالـي والبحث العلمي مجلس الاعتمـاد وضمان جـودة التعليم العالـي

Strategies and Assessment Strategies:		
Course Intended Learning Outcomes	Teaching Strategies	Assessment
		Strategies
d1- Work in pairs in a class activity to create	Facilitator	
a spreadsheet file using Microsoft Excel	Supervision	Presentation
software application.		
	Pair discussion	
d2- Work in pairs in a class activity to create	Facilitator	
a presentation file using Microsoft PowerPoint software application.	Supervision	Presentation
	Pair discussion	
d3-		
d4-		
d5-		

V. Course Content: A-Theoretical Aspect: Order Units/Topics **Sub-Topics** Contact Learning Numbe r of Hours Outcomes Weeks File Menu Introduction to 1 5 15 MS Excel Edit Menu program View Menu Insert Menu Format Menu Tools Menu a1,b1,c1,d1 Data Menu Window Menu help Menu Standard Icons Formatting Icons 5 2 Introduction to File Menu 15 Edit Menu MS PowerPoint A2,b2,c2,d2 View Menu program Insert Menu

عميد الكلية أ.م.د. عبدالملك محد عيسى نائب العميد لشئون الجودة د. حسين أحمد الورد رئيس القسم

أ.د.

رئيس الجامعة أ.د. القاسم محمد عباس

عميد مركز التطوير الأكاديمي وضمن الجودة أ.م.د. هدى العماد

Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance









الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي مجلس الاعتماد وضمان جودة التعليم العالي

		Format Menu Tools Menu Slideshow Menu Window Menu help Menu Standard Icons Formatting Icons			
3	Mid- term exam	Mid- term exam	1	3	a1,b1,c1,d1
4	Final exam	Final exam	1	3	a1,b1,c1,a2,b2,c2
Semeste	r of Weeks and Coer: 10 weeks 30 ho	ours			
Order	Tasks/Ex	xperiments	Number of	Contact	Learning Outcomes
			Weeks	Hours	
1	Introduction to M	S Excel program	5	15	a1,b1,d1
2	Introduction to M program	S PowerPoint	5	15	A2,b2,d2
6	Mid- term exam	1		3	a1,a2,b1,b2,c1,c2
7	Final exam	1		3	a1,b1,c1,a2,b2,c2
	r of Weeks and Co er: 10 weeks 30 ho	_			

VI. Teaching Strategies of the Course	
Lecture	
Practical analysis	
Class discussion	
Pair discussion	
Presentation	

VII.	Assignments			
No.	Assignment	Aligned CILOs	Week	Mark
		(symbols)	Due	
1	Presentation	D1,d2	12	10

عمید الکلیة أ.م.د. عبدالملك محد عیسی نائب العميد لشئون الجودة د. حسين أحمد الورد رئيس القسم

أ.د.

ش_____راف

Ministry of Higher Education & Scientific

Council for Accreditation & Quality Assurance









الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي مجلس الاعتماد وضمان جودة التعليم العالي

2	Quizzes	A1,a2,b1,b2,c1,c2	12	30
	Total Mark	1	1	40

VIII.	VIII. Schedule of Assessment Task for Students During the Semester:				
No	Assessment	Week	Mark	Proportion of Final	Aligned
	Method	Due		Assessment	CILOs
1	Quiz	12	30	30%	A1,a2,b1,b2,c1
					,c2
2	presentation	12	10	10%	A2,a4,b2,b4,c2
					, c4
3	midterm	7	10	10%	a1,a2,b1,b2,c1,
					c2
4	written final exam		50	50%	a1,b1,c1,a2,b2,
					c2
	Total Mark		100		

IX. Learning Resources:

A. Required Textbook(s) (*maximum two*):

- 1- Busisiwe H Nwosu, Editor, ABC-IT2, Alison.com, 2008 Advance Learning.
- 2- Nexus CBT for Microsoft Office Training

B: Essential References:

- 1. CBT materials of Alison ABC-IT2 for offline use, compiled by Dr. Abdulrahim Al-
- 2. Nexus MS Office Computer Based Training manual.

C. Electronic Materials and Websites:

- 1. Alison.com
- 3. Google.com

X. Course Policies:

عميد الكلية أ.م.د. عبدالملك محد عيسي نائب العميد لشئون الجودة د. حسين أحمد الورد رئيس القسم

أ.د.

رئيس الجامعة أ.د. القاسم محدد عباس عميد مركز التطوير الأكاديمي وضمن الجودة أ.م.د. هدى العماد

Ministry of Higher Education & Scientific

Research

Council for Accreditation & Quality Assurance









الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي مجلس الاعتماد وضمان جودة التعليم العالي

1.	Class Attendance:
2.	Tardy:
3.	Exam Attendance/Punctuality:
4.	Assignments/Projects:
5.	Cheating:
6.	Plagiarism:
7.	Other Policies:

عمید الکلیة أ.م.د. عبدالملك محد عیسی نائب العميد لشئون الجودة د. حسين أحمد الورد رئيس القسم

أ.د.