Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance









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

استخدام الحاسوب (١)

Course Specification for Computer Use-1

		I. Course Identification and General Information:				
Computer Use-1						
theory	practice	seminar	training	Total		
14	unlimited			44		
Level th	Level three, 2 nd semester					
none						
none						
BA						
English						
Classroom and at www.alison.com website						
Dr. Abdulrahim Qasim Mohamed Al-Salwi						
	theory 14 Level theore none BA English Classroo	theory practice 14 unlimited Level three, 2 nd sem none none BA English Classroom and at w	theory practice seminar 14 unlimited Level three, 2 nd semester none none BA English Classroom and at www.alison.	theory practice seminar training 14 unlimited Level three, 2 nd semester none none BA English Classroom and at www.alison.com webs		

II. Course Description:

Computer Use-1: The Course Acquaints student learners the main Hardware parts of the Personal Computers. It also introduces to learners selective CBT (Computer Based Training) Software applications e.g. Typing Tutor, Microsoft Office Word. Etc...

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رئيس القسم

أ.د.

شـــــر اف

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

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III. Aims and Objectives of the Course:

- Introduction to the creation of a Gmail email account at Gmail.com for free registration and access to <u>www.alison.com</u> online learning Course ABC-IT1, Introduction to Information & Communication Technology
- 2. Introduction to Information Technology today (Hardware & Software with focus on practicing the Use of Microsoft Windows Operating System) (CBT format in step by step self practice mode tests are included in each module) (English Version)
- 3. Introduction to Touch Typing Tutor (English Version) available for practice online at www.alison.com (tests are included in each module of the course completed)
- 4. Introduction to the use of Microsoft Office Word Application Course (CBT format in step by step self practice mode) (English Version) available for practice at www.alison.com
- 5. Submit in a copy of the free certificate provided by the Site on Completion of the Online Courses modules.

IV. Alignment of Course Intended Learning Outcomes (CILOs)

(A) Alignment of Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
a1- Ability to create personal Email at Gmail.com and access (ABC-IT) course at www.Alison.com	Live Presentation Online using Overhead Projector	Email Account registration Slip to Teacher
a2- Ability to name Hardware and Software pictures, Icons, control keys and their functions.	Live Presentation Online using Overhead Projector	Presentation
a3- Ability to Type at list 20 (WPM) Words per Minute.	Live Presentation Online using	1 minute practical Typing test

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Ministry of Higher Education & Scientific

Council for Accreditation & Quality Assurance









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

	Overhead Projector			
a4- Ability to use Microsoft Office Word	Live Presentation			
application program with savvy and ease.	Online using	Presentation		
	Overhead Projector			
A5- Ability to Complete all course related	Live Presentation	Submission of a copy		
modules successfully so as to Submit in a	Online using	of the free certificate		
copy of the free certificate provided by the	Overhead Projector	provided by the Site		
Site.		1 minute practical Typing test		
(B) Alignment of Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:				

Course Intended Learning Outcomes	Teaching Strategies	Assessment
		Strategies
b1- Ability to create personal Email at	Live Presentation	Email Account
Gmail.com and access (ABC-IT) course at www.Alison.com	Online using	registration Slip +
	Overhead Projector	
b2- Ability to name Hardware and Software	Live Presentation	Presentation
pictures, Icons, control keys and their functions.	Online using	
	Overhead Projector	
b3- Ability to Type at list 20 (WPM) Words	Live Presentation	1 minute practical
per Minute.	Online using	Typing test
	Overhead Projector	
b4- Ability to use Microsoft Office Word	Live Presentation	Presentation
Program with comfort and ease.	Online using	
	Overhead Projector	
b5- Ability to Complete all course related	Live Presentation	Submission of a copy
modules successfully so as to Submit in a	Online using	of the free certificate provided by the Site
copy of the free certificate provided by the	Overhead Projector	1 minute practical Typing test

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Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance







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

Outcomes of Profession	nal and Practical Skills
trategies:	
Teaching Strategies	Assessment
	Strategies
Live Presentation	Email Account
Online using	registration Slip
Overhead Projector	
Live Presentation	Presentation
Online using	
Overhead Projector	
Live Presentation	1 minute practical
Online using	Typing test
Overhead Projector	
Live Presentation	Presentation
Online using	
Overhead Projector	
Live Presentation	Submission of a copy
Online using	of the free certificate provided by the Site
Overhead Projector	
	1 minute practical Typing test
	Typing test
Outcomes of Transfera	ble Skills to Teaching
Teaching Strategies	Assessment
	Strategies
Facilitator	Email progress to be
Supervision	sent to the teacher on successful completion
	Live Presentation Online using Overhead Projector Dutcomes of Transfera Teaching Strategies Facilitator

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Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance







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

activity to create a Gmail and Alison accounts		of each course module.
for their online ABC-IT1 Course at	Pair discussion	module.
www.Alison.com with focus on Microsoft		Submission of Course Completion
Windows Operating System and Microsoft		Certificate at semester
Word Application and the Touch Typing		end.
Tutor Classes.		1 minute practical
		Typing test
		Written Final Exam.
d2-		
d3-		
d4-		
d5-		

V. Course Content: A-Theoretical Aspect: Order Units/Topics **Sub-Topics** Numbe Contact Learning r of Hours Outcomes Weeks 1 Introduction to Gmail.com 1 3 email creation Alison.com at Gmail.com and access a1,b1,c1,d1 course ABC-IT www.Alison.co 2 Ability to name Introduction to IT 3 9 Hardware and (Information Software Technology) pictures, Icons, control keys and A2,b2,c2,d1 Hardware (Computer their functions Input & Output Devices) Software (Desktop

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عبسي	م. د. عبدالملك محد

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Ministry of Higher Education & Scientific

Council for Accreditation & Quality Assurance









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

		Management)			
3	Ability to Type at list 20 (WPM) Words per Minute.	Typing Tutor Cours	se 5	15	A3,b3,c3,d1
4	Ability to use Microsoft Office Word application program with savvy and ease	File Management Introduction to File and Folders Open, Save & backup files Formatting texts File search tools	5	15	A4,b4,c4,d1
5	Ability to Complete all course related modules successfully so as to Submit in a copy of the free certificate provided by the Site.	Inspect & Review Modules Complete Online & collection Progress report from the Site.	ect	3	A5,b5,c5,d1
6	Mid- term exam	Mid- term exam	1	3	a1,a2,b1,b2,c1,c2
7	Final exam	Final exam	1	3	A3,a4,a5,b3,b4,b5, c3,c4,c5,d1
	of Weeks and Coer: 17 weeks 51 ho				
В.	Practical Aspect	(if any):	<u> </u>	1	
Order	Tasks/Experiments		Number of Weeks	Contact Hours	Learning Outcomes
1	Introduction to email creation at Gmail.com and access course ABC- IT at www.Alison.com		1	3	a1,b1,c1,d1
2	Ability to nan	ne Hardware and res, Icons, control	3	9	A2,b2,c2,d1
	عميد الكلية		نائب العميد لأ	1	رئيس القسم

د. حسين أحمد الورد

رئيس الجامعة أ.د. القاسم محمد عباس

أ.م.د. عبدالملك محمد عيسى

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Ministry of Higher Education & Scientific

Council for Accreditation & Quality Assurance









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

	keys and their functions			
3	Ability to Type at list 20 (WPM) Words per Minute.	5	15	A3,b3,c3,d1
4	Ability to use Microsoft Office Word application program with savvy and ease	5	15	A4,b4,c4,d1
5	Ability to Complete all course related modules successfully so as to Submit in a copy of the free certificate provided by the Site.	1	3	A5,b5,c5,d1
6	Mid- term exam	1	3	a1,a2,b1,b2,c1,c2
7	Final exam	1	3	A3,a4,a5,b3,b4,b5,c 3,c4,c5,d1
	r of Weeks and Contact Hours per er: 17 weeks 51 hours			

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

VII. Assignments					
No.	Assignment	Aligned CILOs (symbols)	Week Due	Mark	
1	Presentation	A2,a4,b2,b4,c2,c4	10	10	
2	Typing tutor certificate of completion	A5,b5,c5,d1	12	15	
3	ABC-IT1 Course Completion Certificate	A5,b5,c5,d1	12	15	
Total Mark					

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رئيس القسم

Ministry of Higher Education & Scientific

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VIII.	VIII. Schedule of Assessment Task for Students During the Semester:						
No	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned CILOs		
1	Quiz						
2	presentation	10	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%	A3,a4,a5,b3,b4 ,b5,c3,c4,c5,d1		
5	Site Completion Certificates (ABC-IT1) & Typing Tutor Course	12	30	30%	A5,b5,c5,d1		
	Total Mark	1	100				

IX. Learning Resources:

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

- 1- Busisiwe H Nwosu, Editor, ABC-IT, Alison.com, 2008 Advance Learning.
- 2- http://alison.com

B: Essential References:

- 1. CBT materials of Alison ABC-IT for offline use, compiled by Dr. Abdulrahim Al-Salwi
- 2

C. Electronic Materials and Websites:

- 1. Alison.com
- 2. Gmail.com
- 3. Google.com

X. Course Policies:	
1.	Class Attendance:

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Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance









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

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

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أ.د.

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