Course Specification of Introduction to Computer

Course No (..................)

2020/2021

Head of Department	Vise Dean for Qulity Assurance	Dean of the Faculty	Dean of Development center and Quality Assurance
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I. Course Identification and General Information:

1	Course Title:	Introduction to Computer				
2	Course Code & Number:					
3	Credit hours:	C.H				TOTAL
		Th.	Seminar	Pr	Tr.	
		2	----	2	---	3
4	Study level/ semester at which this course is offered:	First Year -First Semester				
5	Pre –requisite (if any):	None				
6	Co –requisite (if any):	None				
7	Program (s) in which the course is offered:	Computer Science, Information Technology, Information Systems				
8	Language of teaching the course:	English/ Arabic				
9	Study System	Term Based System				
10	Mode of delivery:	Full Time				
11	Location of teaching the course:	Faculty of Computer and Information Technology				
12	Prepared By:	Dr. Malek Naser Al-gabri				
13	Date of Approval					

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II.   Course Description:

This course covers the basic fundamentals of Introduction to computers, their capabilities, limitatio and implications; Applications such as word processing, spreadsheets, presentation, multimedia, an webpage development; Computer terminology, hardware and software organization, and basic con of data representations and instructions formats.

III. Course Intended learning outcomes (CILOs) of the course		Referenced PILOs
a.1	Define the basics concept of Computer Systems and network.	A1, A2,A5,A6
a.2	Explain the fundamental principles and concepts of Computer Science, including Applications, OS, Computer terminology, web, security, logic, algorithms, and data representation	A1, A2,A5,A6
b.1	Categorize the impacts of Computer Systems (hardware and software) to the individual and to wider society.	B3, B6
b.2	Distinguish the appropriate Programming Languages, devices, applications and Operating system.	B2, B3
c.1	Choose different application programs like word processing, spreadsheet, presentation, and database management systems.	C4, C6
c.2	Employ computer skills in different Computer Science environments.	C4, C6
d.1	Negotiate independently, set tasks and solve problems on ethical scientific basis by using computer systems	D1, D3

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d.2	Manipulate MS office to write a report, create a spreadsheet, and prepare a presentation.	D1, D3

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

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
a1- Define the basics concept of Computer Systems and network.	Class Lectures Lab-based courses Problem solving	exams/assignments Homework Quizzes
a2- Explain the fundamental principles and concepts of Computer Science, including Applications, OS, Computer terminology, web, security, logic, algorithms, and data representation	Class Lectures Lab-based courses Problem solving	Exams/assignments Homework Quizzes

(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
b1- Categorize the impacts of Computer Systems (hardware and software) to the individual and to wider society.	Class Lectures Lab-based courses Problem solving	Exams/Assignments, Homework / Quizzes Lab exam/Lab work
b2- Distinguish the appropriate Programming Languages, devices, applications and Operating system.	Class Lectures Lab-based courses Problem solving	Exams/Assignments, Homework / Quizzes Lab exam/Lab work

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(C) **Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:**

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
c1- Choose different application programs like word processing, spreadsheet, presentation, and database management systems.	Class Lectures Lab-based courses Problem solving	Exams/Assignments Homework / Quizzes Lab exam/Lab work ,Written Exams
c2- Employ computer skills in different Computer Science environments.	Class Lectures Lab-based courses Problem solving	Exams/Assignments, Homework / Quizzes Lab exam/Lab work Written Exams

(D) **Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:**

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
d1- Negotiate independently, set tasks and solve problems on ethical scientific basis by using computer systems	Class Lectures Lab-based courses Problem solving	Assignments/Homework Quizzes Lab exam Lab work /Final Exam Discussion and oral exam

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d2- Manipulate MS office to write a report, create a spreadsheet, and prepare a presentation.	Class Lectures Lab-based courses Problem solving	Assignments/Homework Quizzes Lab exam Lab work /Final Exam Discussion and oral exam

IV. Course Content:

A – Theoretical Aspect:

Order	Units/Topics List	Learning Outcomes	Sub Topics List	Number of Weeks	contact hours
1	Basic Computer Concepts	a1, a2	1 - History of Computers: Timeline & Evolution 2 - Computer System Types: Mobile, Stationary & Multi-User 3 - Impact of Computers on Work Environments 4 - Information Systems vs. Information Technology: Differences & Examples	1	2
2	Computer Hardware Components & Functions	a1, a2, b1	1 - Computer System Components: Computer Parts & Functions 2 - What is a Computer System Unit? - Function, Components & Definition		2

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			3 - Computer Memory and Processing Devices: Functions & Characteristics		
			4 - What is a Computer Keyboard? - Parts, Layout & Functions		
			5 - What is a Motherboard? - Definition, Function & Diagram		
			6 - What Is a Video Card? Function, Definition & Types		
			7 - What Is a Hard Drive? Types, Function & Definition	1	
			8 - External and Internal Storage Devices: Optical, Magnetic & Semiconductor Storage		
			9 - Network Interface Card (NIC): Types, Function & Definition		
			10 - Computer Output Devices: Monitors, Speakers, & Printers		
3	Application & System Software		1 - What is Computer Software? - Definition & Applications		2
			2 - Systems Software: Utility Software, Device Drivers and Firmware	1	
			3 - Application Software for Personal, Enterprise & Workgroup Objectives		

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		a1, a2, b1, b2, c1, c2	4 - Desktop Publishing & Word Processing Software: MS Word, InDesign & WordPerfect 5 - Presentation Software & Graphic Suites: Purpose & Examples 6 - Multimedia Software: Working with Audio and Video		
4	Operating Systems for Computers	a2, b1, b2, c1, c2,d2	1 - Computer Operating Systems: Managing Hardware and Software Resources 2 - OS Functions: Security, System Management, Communication and Hardware & Software Services 3 - Enterprise, Workgroup & Personal Operating Systems 4 - What is a Graphical User Interface (GUI)? - Definition, Components & Examples 5 - Command Line Interface: Commands, Parameters & Options	1	2
5	Telecommunications Systems		1 - The Components of a Telecommunications Systems 2 - Types of Networks: LAN, WAN, WLAN, MAN, SAN, PAN, EPN & VPN 3 - Network Architecture: Tiered & Peer-to-Peer		2

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		a1	4 - How Star, Bus, Ring & Mesh Topology Connect Computer Networks in Organizations 5 - Communication & Wireless Computing Devices: GPS, PDA, Cellular & Satellite	1	
6	File Processing System	a2, b2, c1,c2,d1	1 – Modify files & Sharing 2 -types of file Systems: FAT, NTFS, and HFS + 3 - File Extensions "MP3, GIF, JPG, DOCX, XLSX, EXE, & More"	1	2
7	Using Microsoft Word		1 - Basic Guide to Microsoft Word: Toolbars & Document Views 2 - New Documents & Templates in Microsoft Word 3 - Formatting Text in Microsoft Word: Layout & Style 4 - How to Format Margins in Microsoft Word 5 - Microsoft Word: Inserting & Modifying Hyperlinks 6 - How to Save & Share Microsoft Word Documents 7 - How to Review & Track Changes in Microsoft Word 8 - Creating Headers & Footers in Microsoft Word		2

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| | | a2, b1, b2, c1, c2,d2 | 9 - Creating a Custom Table of Contents in Microsoft

10 - How to Insert Watermarks in Microsoft Word

11 - Creating & Modifying Tables in Microsoft Word

12 - How to Create Labels in Microsoft Word

13 - How to Use Mail Merge in Microsoft Word

14 - Using Advanced Mail Merge Features in Microsoft Word | 1 | |
| 8 | Using Microsoft Excel | a2, b1, b2, c1, c2,d2 | 1 - How to Add, Copy, and Move Worksheets Within Excel Workbooks

2 - How to Modify the Worksheet Tab in Excel

3 - Modifying Page Setup Properties in Excel

4 - How to Insert & Delete Columns & Rows in Excel

5 - Workbook Themes: Applying & Changing Themes in Excel

6 - Adjusting Column Width & Row Height in Excel

7 - How to Insert Watermarks in Your Excel Worksheet | 1 | 2 |

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			8 - How to Insert Headers & Footers in Excel 9 - Using Data Validation in Excel 10 - Using the RIGHT, LEFT and MID Functions in Excel 11 - Using the TRIM & CLEAN Functions to Fix Data in Excel 12 - Using the UPPER and LOWER Functions in Excel 13 - How to Use the CONCATENATE Function in Excel		
9	Using Microsoft PowerPoint	a2, b1, b2, c1, c2,d2	1 - Beginner's Guide to Using PowerPoint 2 - Using the File and Home Menus in PowerPoint 3 - Using the Insert and Design Menus in PowerPoint 4 - Using the Transitions and Animations Menus in PowerPoint 5 - Using the Drawing Tools and Format Features in PowerPoint 6 - How to Create a PowerPoint Presentation Using a Template 7 - How to Create a Blank PowerPoint Presentation		2

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			8 - How to Import Text Files into your PowerPoint 9 - Formatting Your PowerPoint Presentation Using Slide Masters and Layouts 10 - How to Modify Your PowerPoint Presentation's Theme and Background 11 - How to Add and Customize Headers and Footers in PowerPoint 12 - How to Add and Format Slide Numbers, Headers and Footers in PowerPoint 13 - How to Change Page Setup and Grayscale Options 14 - How to Use Views to Navigate Your PowerPoint Presentation 15 - Understanding Slide Orientation in PowerPoint	1	
10	Database Fundamentals	a2, b1, b2, c1, c2,d2	1 - Types of Data: Text, Numbers & Multimedia 2 - Basics of Big Data 3 - Database Concepts and Structures: The Elements That Make Up a Database		2

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			4 - What is Database Management? - How Databases Help Organizations 5 - Cloud Computing and Databases: Technology to Improve Database Management 6 - Data Warehousing and Data Mining: Information for Business Intelligence 7 - Database Query: Definition & Tools 8 - Database Administration and Security: Definition and Purpose	1	
11	Computer Programming Fundamentals	a1, a2, b1, b2, c1, c2, d1, d2	1 - What Is Programming? - Definition & Introduction for Beginning Programmers 2 - Programming Languages: C++, Java, Python and Others 3 - Web Page Design and Programming Languages: HTML, XHTML, XML, CSS & JavaScript 4 - 5 Basic Elements Of Programming 5 - How to Write a Program: Coding, Testing & Debugging	1	2
12	Web Browsers & Technology		1 - World Wide Web: How the Web Works 2 - The Internet: IP Addresses, URLs, ISPs, DNS & ARPANET	1	2

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		a1, a2, c2	3 - What is Web Technology? - Definition & Trends 4 - How the Internet Can Solve Business Problems 5 - Online Etiquette: Definition & Rules		
13	Computer Threats & Security	a2,b2,d1	1 - What is a Computer Virus? - Definition, Types & Protection 2 - What is a Hacker? - Definition & Overview 3 - Mousetrapping in Computer Security: Definition 4 - What is a Denial of Service (DoS) Attack? - Definition, Types & Examples 5 - What is Phishing? - Definition, Examples & Awareness 6 - What is Computer Security? - Definition & Basics 7 - Types of Computer Security 8 - Computer Security Policies Examples 9 - Types of Network Security 10 - What is a Firewall in Network Security? - Role & Use 11 - What is Internet Security? - Privacy, Protection & Essentials	1	2

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14	Technology's Ethical, Legal & Privacy Issues	a2,b2,d1	1 - Ethical Issues in Managing Technology in Business 2 - Intellectual Property and Open Source Software: Issues and Concerns 3 - Impact of Technology on Privacy 4 - Information Privacy: Laws & Examples 5 - Protecting Consumer Privacy Online 6 - Using Privacy Settings in Social Media	1	2
Number of Weeks /and Units Per Semester				**14**	**28**

B - Practical Aspect: (if any)

Order	Tasks/ Experiments	Number of Weeks	contact hours	Learning Outcomes
1	Computer History, Fundamentals, and Operating Systems	1	2	a1, b1
2	System Components, Input/output Devices, and Storage Devices	1	2	a1, a2,b1
3	Use windows OS to Manage Files, Programs and to Browse the Interne	2	4	a1, a2, b2, c1
4	Concepts: Windows Explorer File Management, Privacy, and Security	1	2	a1, a2, b2, c1, c2

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5	Using Word Documents and Features,	1	2	a1, a2, b2, c2
6	Resumes, Cover Letters, Research Papers, Newsletters, and Merged Address Labels with Word	1	2	a1, a2, b2, c1
7	Excel Worksheets, Charts, Formulas, Functions, and Tables	1	2	a1, a2, b1, c1
8	Excel Pie Charts, Line Charts, and What-If Analysis Tools	1	2	a1, a2, b1, c1
9	PowerPoint Presentation Creation; Enhancing Presentations with Pictures, Transitions, Objects, Backgrounds, and Smart	2	4	a1, a2, b2
10	Create, Query, and Sort an Access Database; Create Forms and Reports	2	4	a1, a2, b1, b2, c1, c2
11	The Internet and World Wide Web	1	2	a1, a2, b1, b2, c1, c2,d1,d2
Number of Weeks /and Units Per Semester 14			**32**	

V. Teaching strategies of the course:

Class Lectures

Lab-based courses

 Problem solving

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VI. Assignments:

No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	Homework 1	a.1,a.2,b.1	3	2.5
2	Homework 2	a.1,a.2,b.1,b.2	6	2.5
3	Homework 3	b.1,b.2,c.1,c.2,	9	2.5
4	Homework 4	c.1,c.2,d.1,d.2	12	2.5
5	**Total**			10

VII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assessment	3 th,6 th ,9 th,12 th	10	**%10**	a.1, a.2, b.1, b.2, c.1, c.2, c.3
2	Mid-term Exam	7 th	20	**%20**	a.1, a.2, b.1, b.2, c.1, c.2
3	final lab exam	15 th	10	**%10**	a.1, a.2, b.1, b.2, c.1, c.2, d1, d.2
4	Final- Exam	16 th	60	**%٦0**	a.1, a.2, b.1, b.2, c.1, c.2, d1, d.2
5	**Total**		100	**100%**	

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VIII. Learning Resources:

- *Written in the following order: (Author - Year of publication – Title – Edition – Place of publication – Publisher).*

1- Required Textbook(s) (maximum two).

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Faculty of Computer & Information Technology

Department of Computer Science

Program of Computer Science

Course Specification of Introduction to Computer

Course No (...................)

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2020/2021

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I. - Information about Faculty Member Responsible for the Course:

Name of Faculty Member		Office Hours					
Location& Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

II. Course Identification and General Information:

1-	**Course Title:**	Introduction to Computer				
2-	**Course Number & Code:**					
3-	**Credit hours:**	**C.H**				**Total**
		Th.	**Seminar**	**Pr.**	**F. Tr.**	
		2	----	2	---	3
4-	**Study level/year at which this course is offered:**	First Year -First Semester				
5-	**Pre –requisite (if any):**	None				
6-	**Co –requisite (if any):**	None				
7-	**Program (s) in which the course is offered**	Computer Science, Information Technology, Information Systems				
8-	**Language of teaching the course:**	English/ Arabic				
9-	**System of Study:**	Term Based System				
10-	**Mode of delivery:**	Full Time				
11-	**Location of teaching the course:**	Faculty Computer and IT				

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III. Course Description:

This course covers the basic fundamentals of Introduction to computers, their capabilities, limitatio and implications; Applications such as word processing, spreadsheets, presentation, multimedia, an webpage development; Computer terminology, hardware and software organization, and basic con of data representations and instructions formats.

IV. Intended learning outcomes (ILOs) of the course:

- Brief summary of the knowledge or skill the course is intended to develop:

1. Define the basics concept of Computer Systems and network.
2. Explain the fundamental principles and concepts of Computer Science, including Applications, OS, Computer terminology, web, security, logic, algorithms, and data representation.
1. Categorize the impacts of Computer Systems (hardware and software) to the individual and to wider society.
2. Distinguish the appropriate Programming Languages, devices, applications and Operating system.
3. Choose different application programs like word processing, spreadsheet, presentation, and database management systems.
4. Employ computer skills in different Computer Science environments.
5. Negotiate independently, set tasks and solve problems on ethical scientific basis by using computer systems
6. Manipulate MS office to write a report, create a spreadsheet, and prepare a presentation.

V. Course Content:

- Distribution of Semester Weekly Plan of Course Topics/Items and Activities.

A – Theoretical Aspect:

Order	Topics List	Week Due	Contact Hours

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1	Basic Computer Concepts	1st	2
2	Computer Hardware Components & Functions	2nd	2
3	Application & System Software	3rd	2
4	Operating Systems for Computers	4 h	2
5	Telecommunications Systems	5th	2
6	File Processing System	6t h	2
7	Mid Exam	7th	2
8	Using Microsoft Word	8th	2
9	Using Microsoft Excel	9th	2
10	Using Microsoft PowerPoint	10th	2
11	Database Fundamentals	11th	2
12	Computer Programming Fundamentals	12th	2
13	Web Browsers & Technology	13th	2
14	Computer Threats & Security	14th	2
15	Technology's Ethical, Legal & Privacy Issues	15th	2
16	Final Exam	16th	2
Number of Weeks /and Units Per Semester		**16**	**32**

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B – Practical Aspect: *(if any)*

Order	Topics List	Week Due	Contact Hours
1	Computer History, Fundamentals, and Operating Systems	1st	2
2	System Components, Input/output Devices, and Storage Devices	2nd	2
3	Use windows OS to Manage Files, Programs and to Browse the Interne	3rd	4
4	Concepts: Windows Explorer File Management, Privacy, and Security	5th	2
5	Using Word Documents and Features,	6th	2
6	Resumes, Cover Letters, Research Papers, Newsletters, and Merged Address Labels with Word	7th	2
7	Excel Worksheets, Charts, Formulas, Functions, and Tables	8th	2
8	Excel Pie Charts, Line Charts, and What-If Analysis Tools	9th	2
9	PowerPoint Presentation Creation; Enhancing Presentations with Pictures, Transitions, Objects, Backgrounds, and Smart	10th	4
10	Create, Query, and Sort an Access Database; Create Forms and Reports	12th	4
11	The Internet and World Wide Web	14th	2

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12	final exam		15th	2
Number of Weeks /and Units Per Semester			**15**	**32**

VI. Teaching strategies of the course:

Class Lectures

Lab-based courses

Problem solving

VII. Assignments:

No	Assignments	Week Due	Mark
1	Homework 1	3rd	2.5
2	Homework 2	6th	2.5
3	Homework 3	9th	2.5
4	Homework 4	12	2.5
5	**Total**		10

VIII. Schedule of Assessment Tasks for Students During the Semester:

Assessment	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment

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1	Assessment	3 th,6 th,9 th,12 th	10	**%10**
2	Mid-term Exam	7 th	20	**%20**
3	final lab exam	15 th	10	**%10**
4	Final- Exam	16 th	60	**%70**
5	**Total**		100	**100%**

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اللجنة الإشرافية

م.	الاســــــم	الصـــــــــفة	التوقيع
١	أ.م.د. عبد الماجد الخليدي	نائب عميد الكلية للشؤون الأكاديمية	
٢	أ.م.د. احمد مجاهد	نائب عميد مركز التطوير الأكاديمي وضمان الجودة	
٣	د. حسين الأشول	ممثل المركز في الكلية	
٤	أ.د. إبراهيم المطاع	نائب رئيس الجامعة للشؤون الأكاديمية	

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