Course Specifications

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

**Computing Department, Community College Dammam
University of Dammam**

**Course Specifications
(CS)**

Information Technology Fundamentals

IT110

Information Technology Fundamentals

Course Specifications

Institution: Dammam University	**Date of Report**
College/Department: Dammam Community College / Information Technology	

A. Course Identification and General Information

1. Course title and code: Information Technology Fundamentals (IT110)
2. Credit hours: 3 (3 Theoretical)
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs)
4. Name of faculty member responsible for the course
5. Level/year at which this course is offered : 1st Level / Year 1
6. Pre-requisites for this course (if any) None
7. Co-requisites for this course (if any)
8. Location if not on main campus

9. Mode of Instruction (mark all that apply)

a. Traditional classroom	√	What percentage?	80%
b. Blended (traditional and online)		What percentage?	
c. e-learning	√	What percentage?	20%
d. Correspondence		What percentage?	
f. Other		What percentage?	

Comments:

B. Objectives

1. What is the main purpose for this course?

By the end of this course, the student should be able to:

1 Understand the basics of the IT.
2. Define the term IT.
3. Determine the sciences that lead to the IT.
4. Distinguish the field that is affected directly with IT.
5. Understand the basic programs applications for the IT.
6. Establish simple databases using the giving description.
7. Using the SQL to search in database.
8. Using the software productivity tools.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

C. Course Description (Note: General description in the form to be used for the Bulletin or handbook should be attached)

This course presents the basic concepts of information technology, also should be cognizant of the used programs in IT solutions.

1. Topics to be Covered

List of Topics	No. of Weeks	Contact Hours
1. Identification for data, information and knowledge.	2	4 T
2. Productive programs.	3	6 T
3. The role of communications, and networks in the activation of the information Technology.	2	4 T
4. The benefits of IT in the modern digital society.	2	4 T
5. To show the importance of development and modernizing in the field of IT.	2	4 T
6. Ethics of specialization.	2	4 T
7. Security systems and their relation to operating systems.	2	4 T

2. Course components (total contact hours and credits per semester):							
	Lecture	**Tutorial**	**Laboratory**	**Practical**	**Other:**	**Total**	
Contact Hours	45					45	
Credit	45					45	

3. Additional private study/learning hours expected for students per week.	3

4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy

	NQF Learning Domains And Course Learning Outcomes	**Course Teaching Strategies**	**Course Assessment Methods**
1.0	**Knowledge**		
1.1	Understand the fundamentals of IT and associated technologies	Lectures, Class discussions, presentations	Formative (Group assignment, Individual assignment, , Seatwork), Major Exam
1.2	Demonstrate an understanding of the definition, representation and manipulation of productive Programs .		
2.0	**Cognitive Skills**		
2.1	Write the benefits of IT in the modern digital society.	Lectures, Class discussions, presentations	- Formative (Group assignment, Individual assignment, Seatwork, Laboratory Exercises, Presentation),Major Exam
2.2	Develop the security systems and their relation to operating systems.		
3.0	**Interpersonal Skills & Responsibility**		
3.1	Analyze and understand the role of communications, and networks in the activation of the information Technology.	Lectures, Class discussions, presentations	Formative (Group Assignment, Individual assignment, , Seatwork, Presentation) Major Exam
3.2	Analyze the Security systems and their relation to operating systems.		
4.0	**Communication, Information Technology, Numerical**		
4.1	Communicate and present results/information effectively	Class room discussions	Formative (Group assignment, Individual assignment, , Seatwork, Presentation), Major Exam
4.2	Work effectively as an individual or team.		
5.0	**Psychomotor**		
5.1	Not applicable	Not applicable	Not applicable

5. Course Learning Outcomes Mapping Matrix		
Identify on the table below the Course Outcomes and Relationship to PLOs		
Course Learning Outcomes		**Program Learning Outcomes**
1. Knowledge		
1.1		**1.1**
1.2		**1.2**
2. Cognitive skills		
2.1		**2.3**
2.2		**2.1 , 2.2**
3. Interpersonal Skills and responsibility		
3.1		**3.1, 3.2**
3.2		**3.3**
4. Communication IT and Numeral Skills		
4.1		**4.2, 4.3**
4.2		**4.1**
5. Psychomotor Skills		
5.1		**N/A**

6. Schedule of Assessment Tasks for Students During the Semester			
	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	**Week Due**	**Proportion of Total Assessment**
1	First Quiz/assignments	3	%5
2	First Mid-term	6	%10
3	Second Quiz/ assignments	10	%5
4	Second Mid-term	11	%10
5	Project	12	%20
6	Attendance/Participation	All weeks	%10
7	Final	17	%40

D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)
- Each group of students is assigned to a member of staff who will be available for help and academic guidance office hours at specific 2 hours on daily basis.

E. Learning Resources

1. List Required Textbooks
E. Turban, R. K. Rainer, R. E. Potter, "Introduction to Information Technology", 3rd Ed., Wiley, 2004, ISBN 0471347809.

2. List Essential References Materials (Journals, Reports, etc.)

V. Rajaraman, "Introduction to Information Technology", Prentice-Hall, 2004, ISBN 8120324021.

D. Cyganski, J. A. Orr, R. F. Vaz, "Information Technology: Inside and Outside", Prentice-Hall, 2001, ISBN 0130114960.

3. List Recommended Textbooks and Reference Material (Journals, Reports, etc)

4. List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.)

- Use Blackboard and Social Media.

5. Other learning material such as computer-based programs/CD, professional standards or regulations and software.
- CDs accompanied with the text book, power point lectures and essential references.

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)

Classrooms:
- Furnished with a large central table or multiple small tables that can be grouped into one central table.
- Designed for up to 25 students.
- Size the room allowing 1sq meter per seat.

Laboratories:
- 25 PC's, one for each student.

2. Computing resources (AV, data show, Smart Board, software, etc.)
- Smart Board, projector, internet, and whiteboard.

3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)
- None.

G. Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching
- Student questionnaires to be assessed by independent body.
- Assessment of course teaching strategies by independent body.

2 Other Strategies for Evaluation of Teaching by the Program/Department Instructor
- Student questionnaires to be assessed by department.

3 Processes for Improvement of Teaching
- Revision of course contents, course specifications, and strategies every 5 years.

4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)

- Check marking by an independent member of staff of a sample of student work.
- Periodic exchange and remarking of a sample of assignments with a member of staff in another institution.

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

- Reviewing student's feedback.
- Update text books.
- Consulting other top universities course specifications and contents.