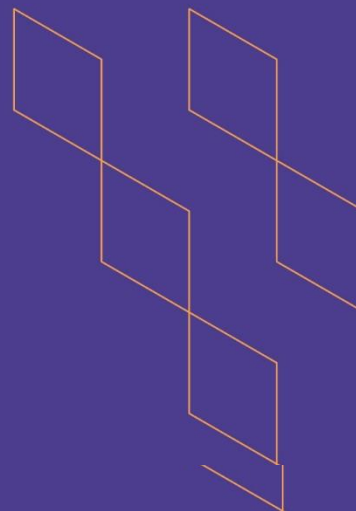




T-104
2022

Course Specification



Course Title: Introduction to Computing for Business
Course Code: CS 115
Program: All Programs In the College Of Business And Tourism
Department: Computer Science
College: Computer and Cyber Sciences
Institution: The University of Prince Mugrin (UPM)
Version: 3.0
Last Revision Date: 20/05/2023





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A. General information about the course:

Course Identification

1. Credit hours: 3

2. Course type

a. University College Department Track Others

b. Required Elective

3. Level/year at which this course is offered: LEVEL 1 / YEAR 1

4. Course general Description:

This course provides an introduction to computer concepts from a business perspective. The course covers information processing, problem solving, and microcomputer software packages. This course is designed as a first comprehensive business-computing course for students who have some previous computer experience. Emphasis of this course is placed on solving business problems using MICROSOFT® (MS) OFFICE 365 application software.

5. Pre-requirements for this course (if any): PSC 001

6. Co- requirements for this course (if any):

N/A

7. Course Main Objective(s)

Upon successful completion of this course, students will:

1. Recognize the fundamental concepts of computing.
2. Develop problem-solving and analytical thinking skills in business domain.
3. Acquire a basic understanding of computer system components, the role of hardware and software, and how data is processed and stored.
4. Implement different solutions for business problems using tools and applications.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	30	50%
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> • Traditional classroom • E-learning 		
4.	Distance learning		
5.	Other (Labs)	30	50%
	Total	60	100%

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
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1.	Lectures	30
2.	Laboratory/Studio	30
3.	Field	
4.	Tutorial	0
5.	Others (specify)	0
Total		60

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with the ACCT / FIN program	Teaching Strategies	Assessment Methods
1.0	By the end of this course, students will be able to.....			
	Knowledge and understanding			
1.1	Recall the fundamentals of the business use of computers	ACCT PLO K2	Lectures Lab demonstrations Case studies Individual presentations	Written Exam Homework Lab assignments Class Activities Quizzes
1.2	Recognize basic computer concepts and software application skills		Lectures Lab demonstrations Case studies Individual presentations	Written Exam Homework Lab assignments Class Activities Quizzes
2.0	Skills			
2.1	Use computers as tools to solve business problems	ACCT PLO S4 FIN PLO S4	Small group discussion Class group discussion Brainstorming Presentation	Written Exam Homework Lab assignments Class Activities Quizzes



Code	Course Learning Outcomes	Code of CLOs aligned with the ACCT / FIN program	Teaching Strategies	Assessment Methods
2.2	Employ software application skills in higher level courses and in business careers		Lectures Lab demonstrations Case studies Individual presentations	Homework Lab assignments Project
3.0	Values, autonomy, and responsibility			

The targeted achievement level for all CLOs is 70%.

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Computing for Business	4 (1 week)
2.	Review of Windows OS	4 (1 week)
3.	Review of MS Office 365, its features and functionality	4 (1 week)
4.	MS Word 365; its Business Applications	4 (1 week)
5.	MS Excel 365; its Business Applications	4 (1 week)
6.	Calculating Data with Formulas and Functions, Analyzing and Charting Financial Data with MS Excel	4 (1 week)
7.	Working with Excel Tables, PivotTables, and Pivot Charts	4 (1 week)
8.	Working with Advanced Excel Functions	4 (1 week)
9.	Performing What-If Analyses	4 (1 week)
10.	Connecting to External Data	4 (1 week)
11.	Introduction to MS Project 365 for Business	4 (1 week)
12.	Simple Scheduling Basics (MS Project 365)	4 (1 week)
13.	Building a task list (MS Project 365)	4 (1 week)
14.	MS Access 365; its Business Applications	4 (1 week)
15.	Creating and Building a Database and Defining Table Relationships using MS Access 365	4 (1 week)
Total		45



D. Students' Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Homework	Every four weeks	15%
2.	Lab assignments	Every six weeks	20%
3.	Quizzes	Every four weeks	15%
4.	Project	End of Week 15 th	10%
5.	Midterm Exam	8 th week	10%
6.	Final Exam (Theory)	End of 15 th week	15%
7.	Final Exam (Lab)	End of 15 th week	15%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.) can be slightly changed by instructors, if needed. However, a written approval from the HoD is needed before implementing the proposed change.

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	New Perspectives Microsoft Office 365 & Office 2019 Advanced, Patrick Carey, Katherine T. Pinard, Mark Shellman, Cengage Learning; 1st edition, ISBN-10: 0357360524, 2019
Supportive References	Shelly Cashman Series Microsoft Office 365 & Office 2019 Advanced, 1st Edition, Sandra Cable, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks, Cengage Learning, ISBN-10: 0357359992, 2019.
Electronic Materials	<ul style="list-style-type: none"> • Slides • Hand on Notes • Lab Manual
Other Learning Materials	

2. Required Facilities and Equipment

Items	Resources
Facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	<ul style="list-style-type: none"> • Lecture room (max 30 students) • Computer lab (max 15 students)
Technology equipment (projector, smart board, software)	Data show, Smart Board
Other equipment (depending on the nature of the specialty)	



F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer Review, assistance from colleagues, HOD's Visit	Indirect (via attending a lecture/lab)
	Students	Indirect Assessment (via the Course Evaluation Survey)
Effectiveness of students assessment	HoD	Indirect (Reviewing the final exams)
	Students	Indirect Assessment (via the Course Evaluation Survey)
Quality of learning resources	Students	Indirect Assessment (via course evaluation survey)
	Instructors	Indirect Assessment (via course report)
The extent to which CLOs have been achieved	Instructor	Direct Assessment (As detailed in Table D.1)
	Students	Indirect Assessment (via the Course Evaluation Survey)

Other

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	CS DEPARTMENT COUNCIL
REFERENCE NO.	CS-MOM-MAY 28,2023
DATE	28/5/2023

