Republic of Yemen

Ministry of Higher Education & Scientific Research

21 SEPTEMBER UNIVERSITY for MEDICALS & APPLIEED SCIENCES

Faculty of Medical Administration

Department of Medical Services Administration/College Requirement

Course Specification of

Basics of Computer & Applications

Course No. (07.01.505)

1444 هـ

2022/2023

I. Course Identification and General Information:

١	**Course Title:**	**Basics of Computer & Applications**			
٢	**Course Code & Number:**	07.01.505			
3	**Credit Hours:**	**Credit Hours**	**Theory Hours**		**Lab. Hours**
			Lecture	**Exercise**	
		3	2	--	٢
٤	**Study Level/ Semester at which this Course is offered:**	1 Level / 2 Semester			
٥	**Pre –Requisite (if any):**	Non			
٦	**Co –Requisite (if any):**	Non			
7	**Program (s) in which the Course is Offered:**	Bachelor of Science in Medical Administration			
٨	**Language of Teaching the Course:**	English			
٩	**Study System:**	Regular (semester)			
١٠	**Mode of Delivery:**	Full Time			
11	**Location of Teaching the Course:**	University Campus			
12	**Prepared by:**	Asst.prof Abdulrahman Mohammed Obaid			
13	**Date of Approval:**				

Computer is now an essential part of health care organizations and Hospitals. Computer Fundamentals and Applications is a course aims to provide students with the basic skills of a computer. Focus will be on components of a computer system , using the Microsoft Windows operating system. Upon successful completion of this course, students should be able to execute basic commands for creating, saving, deleting and locating files on a PC, prepare and print documents in Microsoft Word, design and set up a spreadsheet with basic functions and graphs using Microsoft Excel, operate a computer in a network environment, use an Internet browser, understand and use appropriate terminology, especially in the health services administration and hospitals.

Prepared by:	Reviewed by:	Head of the Department:	Vice Dean for Quality affairs	Dean of College:
Asst.prof Abdulrahman Mohammed Obaid	Asst.prof Mohammed Al-Shamahi	Asst.prof. …….	Asst.prof Mohammed Al-Shamahi	Asst.prof. Jamil Ahsan Mujalli

III. Course Intended Learning Outcomes (CILOs) : مخرجات تعلم) المقرر)		Referenced PILOs (مخرجات تعلم البرنامج)	
A. Knowledge and Understanding: Upon successful completion of the course, students will be able to:			
a1	- Demonstrate knowledge and understanding of essential facts, concepts, theories and principles of computer technology	**A1**	Explain the methods and principles of (administrative, financial, economic, accounting, marketing, statistically and research science) and interpret the theories that are related to the health services administration and health organizations.
B. Intellectual Skills: Upon successful completion of the course, students will be able to:			
b1	- Analyze systems in terms of general quality attributes and possible trade-offs presented within the given problem that may be involved in the operation of computing equipment within a health services administration context.	**B1**	Analyze the work environment, problems, and challenges in health organizations, and extrapolates the solutions based on scientific evidence, strategic thinking, and accurate information.
C. Professional and Practical Skills: Upon successful completion of the course, students will be able to:			
c1	- Apply concepts of the main components of a computer system, such as text processing tools and spreadsheet programs, memory, and IO.	**C1**	Prepare scientific studies to establish, develop, diagnose and address the problems of health organizations using principles and methods (statistical, administrative, financial, economic, and accounting).
D. Transferable Skills: Upon successful completion of the course, students will be able to:			
d1	- Use health information technology appropriately	**D1**	Use health information technology appropriately, in scientific research, management of health organizations, production, delivery and marketing of health goods and services.

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(A) Alignment of Course Intended Learning Outcomes (Knowledge and Understanding) to Teaching Strategies and Assessment Methods:			
	Course Intended Learning Outcomes	**Teaching Strategies**	**Assessment Strategies**
a1	- Demonstrate knowledge and understanding of essential facts, concepts, theories and principles of computer technology	▪ Lectures ▪ Tutorials ▪ Discussion ▪ Presentation ▪ Self-learning ▪ Case Study (CBL)	▪ Written Exams ▪ Assignments (Homework, Team work, oral presentation and project)
(B) Alignment of Course Intended Learning Outcomes (Intellectual Skills) to Teaching Strategies and Assessment Methods:			
	Course Intended Learning Outcomes	**Teaching Strategies**	**Assessment Strategies**
b1	- Analyze systems in terms of general quality attributes and possible trade-offs presented within the given problem that may be involved in the operation of computing equipment within a health services administration context.	▪ Lectures ▪ Tutorials ▪ Discussion ▪ Case studies (CBL) ▪ Self-Learning ▪ Problem Based Learning (PBL) ▪ Brainstorming	▪ Written Exams ▪ Assignments (Homework, Team work, oral presentation and project)
(C) Alignment of Course Intended Learning Outcomes (Professional and Practical Skills) to Teaching Strategies and Assessment Methods:			
	Course Intended Learning Outcomes	**Teaching Strategies**	**Assessment Strategies**
c1	- Apply concepts of the main components of a computer system, such as text processing tools and spreadsheet programs, memory, and IO.	▪ Tutorials ▪ Training ▪ Practical sessions ▪ Case studies (CBL) ▪ Problem Solving Learning (PSL) ▪ Problem Based Learning (PBL)	▪ Written Exams ▪ Final practical exam ▪ Assignments (Homework, Team work, oral presentation and project)
(D) Alignment of Course Intended Learning Outcomes (Transferable Skills) to Teaching Strategies and Assessment Methods:			
	Course Intended Learning Outcomes	**Teaching Strategies**	**Assessment Strategies**
d1	- Work effectively	▪ Discussion ▪ Case studies (CBL)	▪ Assignments

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	individually or with others to solve problems	▪ Self-Learning ▪ Presentation	(Homework, Team work, oral presentation and project)

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	**Introduction**	– Computer Overview – Computer Applications – Computer Generations – Computer Types	2	6	a1
2	**Computer Component**	– Hardware/ Software – Hardware Component – System Unit	2	6	a1, b1, c1, d1
3	**input/output Devices**	– Input Devices – Output Devices	1	3	a1, b1, c1
4	**Storage Unit**	– Storage Capacity – Storage types	1	3	a1, b1, c1
5	**Mid-Term Theoretical Exam**	– Mid-Term Theoretical Exam	1	3	a1, b1, c1, d1
6	**Computer Software**	– System software – operating system – Utility Programs – Application software	3	9	a1, b1, c1, d1
7	**Network**	– Network Component – Network Types	1	3	a1, b1, c1, d1
8	**Internet**	– Internet Component – Search The Web – Internet Applications	2	6	a1, b1, c1, d1

		– Electronic Mail (E-Mail) – E-learning			
9	**Computer Crimes and Data Security**	– Example of Computer Crimes – Computer Virus – Data Security – Copy Rights	2	6	a1, b1, c1, d1
10	**Final Theoretical Exam**	– Final Theoretical Exam	1	3	a1, b1, c1, d1,
Number of Weeks /and Units Per Semester			**16**	**48**	

B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	- **introduction to Computer**	1	2	a1
2	- **Operating systems (Windows 10)**	2	4	a1, b1, c1, d1
3	- **Word Processing Programs(Microsoft Word)**	2	4	a1, b1, c1, d1
4	- **Mid-Term Practical Exam**	1	2	a1, b1, c1, d1
5	- **Spreadsheet Programs (Microsoft Excel)**	2	4	a1, b1, c1, d1
6	- **Presentation Programs (Microsoft Power Point)**	1	2	a1, b1, c1, d1
7	- **Final Practical Exam**	1	2	a1, b1, c1, d1
Number of Weeks /and Units Per Semester		**10**	**20**	

V. Teaching Strategies of the Course:

- Interactive lectures
- Tutorials
- Training

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- Self-learning
- Case study (CBL)
- Problem Based Learning (PBL)
- Problem Solve Learning (PSL)

VI. Assessment Methods of the Course:

- Written exam (mid and final terms and quizzes)،
- Final practical exam
- Assignments (Homework, Team work, oral presentation and project)

VII. Assignments:

No.	Assignments	Week Due	Mark	Aligned CILOs (symbols)
1	**Exercises and Home Works**	3	3	a1, b1, c1, d1
2	**Technical Report.**	11	7	a1, b1, c1, d1
Total			**10**	

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

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	**Theoretical Assignments**	3 ,11	10	10 %	a1, b1, c1, d1
	Practical Assignments	2-10	5	5 %	
3	**Mid-Term Theoretical Exam**	8	10	10 %	a1, b1, c1, d1
4	**Mid-Term Practical Exam**	7	5	5 %	a1, b1, c1, d1
5	**Final Practical Exam including Project Presentation & Evaluation**	15	20	20%	a1, b1, c1, d1
6	**Final Theoretical Exam**	16	50	50%	a1, b1, c1, d1
Total			**100**	**100 %**	

IX. Learning Resources:

Prepared by:	Reviewed by:	Head of the Department:	Vice Dean for Quality affairs	Dean of College:
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- *Written in the following order:* Author, Year of publication, **Title**, Edition, Place of publication, Publisher.

1- Required Textbook(s) (maximum two): مثال example

1- Reema Thareja, 2019, **Fundamentals of Computers**, 2nd Edition, UK, Oxford University Press.

2- Morley, Parker, 2017, **Understanding Computers Today and Tomorrow**: Comprehensive, 16th Edition, USA, Cengage Learning.

2- Essential References:

1- B. Ram, 2020, **Computer Fundamentals: Architecture And Organization**, 6th Edition, India, New Age International.

3- Electronic Materials and Web Sites etc.:

Websites:

1- https://www.tutorialspoint.com/computer_fundamentals/index.htm

Journals:

1-

Other Web Sources:

1- http://www.engppt.com/2009/08/computer-fundamentals-data.html

2- https://testbook.com/learn/computer-awareness/

3- https://edu.gcfglobal.org/en/computerbasics/

X. Course Policies: (Based on the Uniform Students' By law (2007) تترك كما هي

1	**Class Attendance:** Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	**Tardiness:** A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	**Exam Attendance/Punctuality:** No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	**Assignments & Projects:** Assignments and projects must be submitted on time. Students who delay their assignments or

	projects shall lose the mark allocated for the same.
5	**Cheating:** Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	**Forgery and Impersonation:** Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply**.**
7	**Other policies:** The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

Second Part of Course Specification

Faculty of Medicine & Health Sciences

Department of Medical Services Administration/College Requirement
Course Plan (Syllabus) of Computer Fundamentals and Applications

Course No. (07.01.505)

I. Information about Faculty Member Responsible for the Course:							
Name of Faculty Member:	**Asst.prof. Abdulrahman Mohammed Obaid**						
Location& Telephone No.:	**00967773574322**						
E-mail:	**Obaid.eng@gmail.com**	SAT	SUN	MON	TUE	WED	THU
Office Hours							

2022/2023

I. Course Identification and General Information:					
	Course Title:	Computer Fundamentals and Applications			
٢	**Course Code & Number:**	07.01.505			
3	**Credit Hours:**	**Credit Hours**	**Theory Hours**		**Lab. Hours**
			Lecture	**Exercise**	
		3	2	--	٢
٤	**Study Level/ Semester at which this Course is offered:**	1 Level / 2 Semester			
٥	**Pre –Requisite (if any):**	Non			
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II. Course Description:

Computer is now an essential part of health care organizations and Hospitals. Computer Fundamentals and Applications is a course aims to provide students with the basic skills of a computer. Focus will be on components of a computer system , using the Microsoft Windows operating system. Upon successful completion of this course, students should be able to execute basic commands for creating, saving, deleting and locating files on a PC, prepare and print documents in Microsoft Word, design and set up a spreadsheet with basic functions and graphs using Microsoft Excel, operate a computer in a network environment, use an Internet browser, understand and use appropriate terminology, especially in the health services administration and hospitals.

III. Course Intended Learning Outcomes (CILOs) :(مخرجات تعلم المقرر)

A. Knowledge and Understanding: Upon successful completion of the course, students will be able to:	
a1	- Demonstrate knowledge and understanding of essential facts, concepts, theories and principles of computer technology
B. Intellectual Skills: Upon successful completion of the course, students will be able to:	
b1	- Analyze systems in terms of general quality attributes and possible trade-offs presented within the given problem that may be involved in the operation of computing equipment within a health services administration context .
C. Professional and Practical Skills: Upon successful completion of the course, students will be able to:	
c1	- Apply concepts of the main components of a computer system, such as text processing tools and spreadsheet programs, memory, and IO.
D. Transferable Skills: Upon successful completion of the course, students will be able to:	
d1	- Work effectively individually or with others to solve problems

IV. Course Contents:

A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	**Introduction**	– Computer Overview – Computer Applications	2	6	a1

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		– Computer Generations – Computer Types			
2	**Computer Component**	– Hardware/ Software – Hardware Component – System Unit	2	6	a1, b1, c1, d1
3	**input/output Devices**	– Input Devices – Output Devices	1	3	a1, b1, c1
4	**Storage Unit**	– Storage Capacity – Storage types	1	3	a1, b1, c1
5	**Mid-Term Theoretical Exam**	– Mid-Term Theoretical Exam	1	3	a1, b1, c1, d1
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Number of Weeks /and Units Per Semester			**16**	**48**	

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B. Case Studies and Practical Aspect:

No.	Tasks/ Experiments	Number of Weeks	Contact Hours
1	- introduction to Computer	1	2
2	- Operating systems (Windows 10)	2	4
3	- Word Processing Programs(Microsoft Word)	2	4
4	- Mid-Term Practical Exam	1	2
5	- Spreadsheet Programs (Microsoft Excel)	2	4
6	- Presentation Programs (Microsoft Power Point)	1	2
7	- Final Practical Exam	1	2
Number of Weeks /and Units Per Semester		**10**	**20**

V. Teaching Strategies of the Course:

- Interactive lectures
- Tutorials
- Training
- Self-learning
- Case study (CBL)
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VI. Assessment Methods of the Course:

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2	Technical Report.	11	7
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