Course Description Form

Review the performance of higher education institutions
(review of the academic program)

Course Description

This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, proving whether he or she has made the most of the available learning opportunities. It must be linked to the description of the programme.

College of Physical Education and Riyadh Sciences	**1. Educational Institution**
Theoretical Sciences Branch	**2. University Department Center /**
Computer /	**3. course Name/Code**
Physical Education and Sports Sciences	**4. Programs that enter into it**
Full Time – Day	**5. Available Attendance Forms**
First and second / 2023-2024	**6. Semester / Year**
2 hours weekly	**7-. Number of academic hours (total)**
2024	**8. The history of preparation of this description**

9. Headquarters Objectives

Increase the student's skill using the computer

Increase the student's skill in the field of printing research and scientific reports

Learn about Microsoft Office (Word and PowerPoint) and how to use it

Ways to add and control tables

Ways to add charts and illustrations and how to deal with it

10. Learning outcomes and teaching, learning and assessment methods

   A. **Knowledge and understanding**
1. **The student's ability to use computers and ready-made programs**
2. **Understand the tools that can be used to process data**

3. **How to deal with problems and ways to solve**
   them

B - **Subject-specific skills**
   1. Components of the main interface of the program C
   2. Learn about the tab bar and the most important sections of the ribbon
   3. Know the tools of each tab and toolbar
   4. How to use each tool in the program and when
   5. The difference between PowerPoint and War D

Teaching and learning methods

1- **Clarification and explanation of study materials**
2- **Giving the student tasks and applying them within the laboratory**
3- **Presenting different ideas and knowing the extent to which the student can apply them**
4- **Presentation of the lecture using the PowerPoint program, explaining this with illustrations, and then presenting the program and the direct application of its tools**
5- **Improve student skill by visiting websites**

Evaluation methods

- Daily tests with multiple-choice questions for subjects.
- Participation grades for students' challenging competition questions.
- Setting grades for assigned homework.
- And theoretical and practical exams

C- Jaw skills
1. Collecting plans and ideas and implementing them within the program
2. Know the paths or methods that implement the idea to be applied
3. Take ready-made samples of a book or text and apply them to the sense

d. General and transferable skills (other skills related to employability and personal development).

D1- **Time management to achieve the maximum benefit and the best return.**

D2 - **Using the means of effective communication skills and the ability to work together to activate the processes related to the sports field.**

D3 - **Use methods and procedures to collect, build and analyze databases using the computer.**

D4- **Writing and presenting reports and memoranda using modern means of communication and technology.**

D5 - **Active participation in professional gatherings of local and national physical education and in the wider educational field.**

D6- **Practicing continuous learning and self-learning in the sports field and in life in general.**

D7- **Leading individuals to achieve the desired goals.**

D8 - **Knowledge of one of the foreign languages to activate the work environment when needed.**

11. Headquarters structure t

Method of	The way of	Unit / Course Name or	Learning Outcomes	The	Week

vomiting m	education	Subject	Required	hour	on
Participation	**My presence is Madame C**	Introduction to Word program and methods of operation for	Understand and listen to	2	1
Participation	**My presence is Madame C**	Microsoft Developer Program Interface D	Understand and listen to	2	2
Participation	**My presence is Madame C**	Tab file and its tools	Understand and listen to	2	3
Participation	**My presence is Madame C**	Home Tab	Understand and listen to	2	4
Participation	**My presence is Madame C**	Tools clipboard set, set etc. i	Understand and listen to	2	5
Participation	**My presence is Madame C**	Paragraph group tools and styles Edit	Understand and listen to	2	6
Participation	**My presence is Madame C**	Laminate layout tab	Understand and listen to	2	7
Participation	**My presence is Madame C**	Tools Group Format and Preparation of the sheet	Understand and listen to	2	8
Participation	**My presence is Madame C**	Tools Backgrou nd Set Laminate	Understand and listen to	2	9
Participation	**My presence is Madame C**	Tools of poverty group e	Understand and listen to	2	10
Participation	**My presence is Madame C**	Tools of the B group	Understand and listen to	2	11
Participation	**My presence is Madame C**	Tab View	Understand and listen to	2	12
Participation	**My presence is**	Document View Group - Show it t	Understand and	2	13

	Madame C		listen to		
Participation	**My presence is Madame C**	Zoom in and out - Set Group E	Understand and listen to	2	14
Participation	**My presence is Madame C**	First semester exam	H answered	2	15
Participation	**My presence is Madame C**	Introduction to PowerPoint – Ways to run the program	Understand and listen to	2	16
Participation	**My presence is Madame C**	PowerPoint interface	Understand and listen to	2	17
Participation	**My presence is Madame C**	The difference between Word program And the PowerPoint program	Understand and listen to	2	18
Participation	**My presence is Madame C**	Tab file in PowerPoint program	Understand and listen to	2	19
Participation	**My presence is Madame C**	Home Tab	Understand and listen to	2	20
Participation	**My presence is Madame C**	Clipboard Set Tools – Chipset	Understand and listen to	2	21
Participation	**My presence is Madame C**	Calligraphy Group Tools - Poverty Group E	Understand and listen to	2	22
Participation	**My presence is Madame C**	Drawing Group Tools - Investigation Group t	Understand and listen to	2	23
Participation	**My presence is Madame C**	Design Tab – Sheet Setup Group	Understand and listen to	2	24
Participation	**My presence is Madame C**	Tools Theme Group – Laminate Background Set	Understand and listen to	2	25
	My	Slide Show Tab –		2	

Participation	**presence is Madame C**	Start Slide Show Group	Understand and listen to		26
Participation	**My presence is Madame C**	Tools Preparation Group - Group of Devices Z	Understand and listen to	2	27
Participation	**My presence is Madame C**	Tab View – Group Progressive View	Understand and listen to	2	28
Participation	**My presence is Madame C**	Tools Group	Understand and listen to	2	29
Participation	**My presence is Madame C**	Second Semester Exam	H answered	2	30

	12. Infrastructure
1. Company website www. Microsoft.com 2.Al-Mustafa for Science. 2010 d. Ziad Muhammad Abboud	Required readings: ▪ Basic texts ▪ Course Books ▪ Other
Workshop on the computer and the Office program Practical workshops for the use of program tools C Information Network Services	Special requirements (including, for example, workshops, periodicals, software, websites)
Multiple quality	Social services (including, for example, guest lectures, vocational training and field studies)

	13. Acceptance
nothing	Prerequisites
150	Minimum number of students
250	The largest number of students

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