



هيئة تقويم التعليم

Education Evaluation Commission

المركز الوطني للتقويم والاعتماد الأكاديمي

National Center for Academic Accreditation and Evaluation

## **T6. COURSE SPECIFICATIONS (CS)**

Office Publishing  
424COM

## Course Specifications

Institution: Gazan University	Date: 15- 1-1439
College/Department : Arts and Humanities- Press and media	

### A. Course Identification and General Information

1. Course title and code: 424 com			
2. Credit hours:3			
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) Program of the Press and Media Section			
4. Name of faculty member responsible for the course Dr. Abdulkhaliq Zaqzouq			
5. Level/year at which this course is offered: Fourth Year - Level 7			
6. Pre-requisites for this course (if any): Computer and internet course in communication			
7. Co-requisites for this course (if any): Electronic Journalism Course			
8. Location if not on main campus: Building of Teachers College - Faculty of Arts and Humanities - Building 1.			
9. Mode of Instruction (mark all that apply):			
a. traditional classroom	<input checked="" type="checkbox"/>	What percentage?	<input type="text" value="70"/>
b. blended (traditional and online)	<input checked="" type="checkbox"/>	What percentage?	<input type="text" value="30"/>
c. e-learning	<input type="checkbox"/>	What percentage?	<input type="text"/>
d. correspondence	<input type="checkbox"/>	What percentage?	<input type="text"/>
f. other	<input type="checkbox"/>	What percentage?	<input type="text"/>
Comments:			

## B Objectives

1. What is the main purpose for this course?

- A brief description of the basic learning outcomes of students enrolled in this course:
- Student programs on word processing and desktop publishing and applications using the computer.
- Training the student on how to write news and related press issues, and prepare reports and media bulletins and output them appropriately through these programs.
- Describe briefly what plans are currently being implemented to develop and improve the course (eg, increased use of IT-based materials and references, and changes in course content based on the results of new scientific research in the field):
- Increasing use of materials and references that rely on information technology or the Internet
- Knowledge of changes in the content of the course based on the results of new scientific research in the field of desktop publishing and the Internet.

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)

Use of the Internet, modern scientific references

## C. Course Description (Note: General description in the form used in Bulletin or handbook)

Course Description:

1. Topics to be Covered

List of Topics	No. of Weeks	Contact hours
The concept of desktop publishing	3	1
Software available for desktop publishing systems	6	2
Core components of the desktop publishing system	6	2
Arabization in the field of desktop publishing	6	2
Environmental considerations for dealing with print media on paper	6	2
Digital processing of images and drawings	6	2

2. Course components (total contact hours and credits per semester):

		Lecture	Tutorial	Laboratory/ Studio	Practical	Other:	Total
Contact Hours	Planned	30	---	15	---	—	45
	Actual	30	--	15	--	--	45

Credit	Planned	2		1		3
	Actual	2		1		3

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

2

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

**On the table below are the five NQF Learning Domains, numbered in the left column.**

**First**, insert the suitable and measurable course learning outcomes required in the appropriate learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each course learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process. (Courses are not required to include learning outcomes from each domain.)

Code #	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
1.1	<b>Provide the students with sufficient knowledge and principles to be able to apply the skills and practices gained in Office Publishing specialization.</b>	<b>Developed Lecture (Presentations) discussion</b>	<b>Structured Evaluation (Oral Questions - Research, Worksheets and Reports)</b>
1.2	<b>Identify the variables related to Office Publishing process</b>	<b>Using instructional techniques (instructional video)</b>	<b>Final evaluation (written tests - student achievement file)</b>
<b>2.0</b>	<b>Cognitive Skills</b>		
2.1	<b>- criticize means of Office Publishing</b>	<b>discussion. Learning in small groups (collaborative</b>	<b>Orally (discussion of research reports).</b>
2.2	<b>Explain the types of programs used in publishing and design. - Criticize various desktop publishing applications</b>	<b>learning workshops). Simulation. Project-based learning.</b>	<b>(Criticism of educational strategies).</b>

<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b>		
3.1	<b>Self development in person and professionally. Working with a group within a team and forming successful relationships with others.</b>	<b>Problem-based learning strategy. discussion.</b>	<b>Orally. Note card for performance evaluation.</b>
3.2	<b>Commitment to prevailing societal values. Development of decision-making skills.</b>	<b>Brainstorming. Cooperative learning.</b>	<b>Peer assessment. Self-assessment (self-reports).</b>
<b>4.0</b>	<b>Communication, Information Technology, Numerical</b>		
4.1	<b>To communicate with learners linguistically, physically and remotely. The use of modern educational communication means Web C.T - Blackboard.</b>	<b>discussion.</b>	<b>Orally. Evaluation of individual</b>
4.2	<b>acquire Office Publishing skills</b>	<b>Simulation.</b>	<b>group assignments.</b>
<b>5.0</b>	<b>Psychomotor</b>		
5.1	<b>Description of motor skills (muscular skills of psychological origin) to be developed in this field: - Analyze and compare different applications for desktop publishing.</b>	<b>Collective duties - discussion</b>	<b>Through a questionnaire that explains the quality in covering all the items and dimensions of the issues that we are exposed to in our reality and how to cover them through the use of desktop publishing programs.</b>
5.2	<b>- To plan a questionnaire to determine the public's access to the technology used for desktop and journalistic publishing.</b>	<b>- Lectures</b>	

5. Schedule of Assessment Tasks for Students During the Semester



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	Assessment task (i.e., essay, test, quizzes, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Attendance and active participation	١٠-١	١٠
2	Assignments and individual and collective projects	٣	١٠
3	First periodic test	٦	١٠
4	Second periodic test	١٢	١٠
5	Practical testing	١٤	٢٠
6	final week	Final exam	40
7			
8			

#### **D. Student Academic Counseling and Support**

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| <p>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)</p> <p>Arrangements for faculty members and their like to provide individual academic counseling and guidance to students. (Specify the expected length of time for faculty members and those of their peers during the week)</p> |
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#### **E Learning Resources**

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| <p>1. List Required Textbooks<br/>Sharif Darwish Al-Laban (2001). Press Publishing Technology, Cairo: Egyptian Lebanese Dar.</p>   |
| <p>2. List Essential References Materials (Journals, Reports, etc.)<br/>Said Al-Gharib Al-Najjar (2003). Journalism Technology in the Digital Age, Cairo: Egyptian Lebanese House.</p> |
| <p>3. List Electronic Materials, Web Sites, Facebook, Twitter, etc.<br/>Internet website</p>   |
| <p>4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.<br/>Press Publisher Program</p>                                  |

## 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 are equipped, and the appropriate equipment is available below
2. Technology resources (AV, data show, Smart Board, software, etc.) data show
3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)

## G Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching The questionnaire measures the student's satisfaction and satisfaction with the teacher's performance, understanding, understanding and acceptance of what has been done. Interview sample of course students.
2. Other Strategies for Evaluation of Teaching by the Instructor or by the Department Use a tool to measure verbal interaction within the classroom.
3. Processes for Improvement of Teaching Review the views of students, colleagues and heads-up, and develop a tool to measure interaction within the classroom. - Workshops and training courses to develop the skills of faculty members.
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) Checking and reviewing a sample of students' work by a special committee from the department. Exchange periodically to correct tests with teaching staff from another institution. Participate and exchange in the correction and scrutiny among colleagues who study the same course.
5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement. Review the course description and vocabulary periodically.

Name of Course Instructor: Dr. Abdul Khalek Zaqzouq

Signature: 

Date Specification Completed: 15-1-1439.

Program Coordinator: \_\_\_\_\_

Signature: 

Date Received: \_\_\_\_\_