T-104
2022

Course Specification

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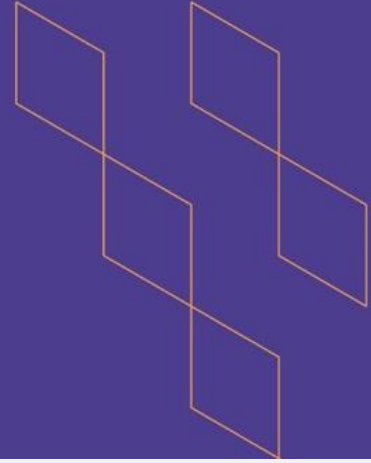
Course Title:	Computer Skill
Course Code:	153 CIS-2
Program:	Applied Marketing
Department:	
College:	Applied College
Institution:	Najran University
Version:	**2-T-104**
Last Revision Date:	**13 April 2023**

Table of Contents:

A. General information about the course:

Course Identification	
1. Credit hours:	2

2. Course type				
a.	University ☐ College ☐ Department ☒		Track☐	Others☐
b.	Required ☐ Elective☐			

3. Level/year at which this course is offered: first level /first year ,

4. Course general Description

5. Pre-requirements for this course (if any): N/A

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

7. Course Main Objective(s)

Types of computers, how they process information, and the purpose and function of different hardware components, Computer equipment and common problems relating to computer hardware

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	3	100%
2.	E-learning		
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	15
2.	Laboratory/Studio	15
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	30

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

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Memorize basics concepts of computer	K1=I	• Lecture Discussion	• Exam • Assignments Quizzes
1.2	Define different types of computer applications	K2=I		
…	Describe different types of computer software	K3=I		
2.0	Skills			
2.1	Manipulate computer applications	S1=I	• Lecture • Discussion • Lab work Brainstorming	• Exam • Assignments • Quizzes Lab report
2.2	Operate MS office applications	S2=I		
…				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to solve computer skills problems	V1	• Discussion Project	• Follow up Form • Assignments • Report Lab report
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Types of computers, how they process information, and the purpose and function of different hardware components Lab : hardware components	3
2.	Computer equipment and common problems relating to computer hardware Lab : Computer Equipment	3
3	General computer knowledge, including basic hardware, software, networking and troubleshooting	3

	Lab: Hardware and Software	
4	Exam	3
5	Common operating system such as Microsoft windows , Mac OS X, Linux, Android , iOS , etc Lab : Windows	3
6	Common functions of application software - starting and exiting the program, creating, saving and managing files, common editing, formatting and printing functions. Lab: software application	3
7	Functions needed to operate a word processor at a basic level: - Modifying text and documents, and use of automatic formatting tools. - Using word-processing tools to automate processes such as document review, security, and collaboration Lab: Microsoft Word	3
8	7 Methods for navigating and using database applications Lab : data base application , Access	3
9	Review Lab: Final Lab Exam	3
	Total	30

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	First Monthly Exam	7	30%
2.	Practical exam	14	20%
3.	Final exam	16	50%
...			

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	**Introduction to Computers (Shelley Cashman Series)** , 2011, ISBN-13:978–1-4390–8131–0
Supportive References	**Introduction to Computers and Information Technology (2nd Edition) 2nd Edition**ISBN-13: 978-1323144183
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms, labs
Technology equipment (projector, smart board, software)	data show, software MS-office
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	*Teaching strategy, staff performance, assessment methods*	*Questioners*
Effectiveness of students assessment	*Exam paper , course results*	Cross checking
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	ADMINATRATIVE SCIENCE DEPT.
REFERENCE NO.	14430903 - 0099 - 00007
DATE	2022 / 04 / 04 12:30 PM