



T-104
2022

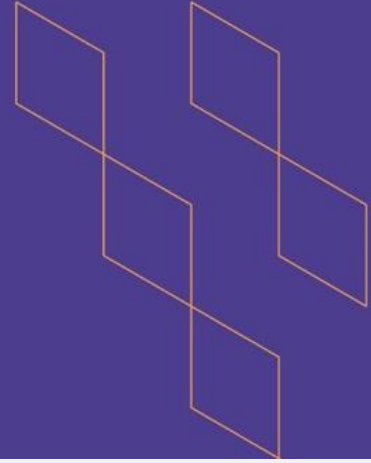
Course Specification





T-104
2022

Course Specification



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: 25 August 2023



Table of Contents:

Content	Page
A. General Information about the course	3
1. Teaching mode (mark all that apply)	3
2. Contact Hours (based on the academic semester)	
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	4
C. Course Content	4
D. Student Assessment Activities	5
E. Learning Resources and Facilities	6
1. References and Learning Resources	6
2. Required Facilities and Equipment	6
F. Assessment of Course Quality	6
G. Specification Approval Data	6



A. General information about the course:

Course Identification	
1. Credit hours:	2
2. Course type	
a.	University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input type="checkbox"/> Elective <input type="checkbox"/>
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	30	100%
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> • Traditional classroom • E-learning 		
4.	Distance learning	30	100%

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	10
2.	Laboratory/Studio	10
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	20



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	<ul style="list-style-type: none"> Lecture Discussion 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Lecture Discussion Lab work Brainstorming 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Discussion Project 	<ul style="list-style-type: none"> 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	2
	Lab : hardware components	2
2.	Computer equipment and common problems relating to computer hardware	3
	Lab : Computer Equipment	2
3	General computer knowledge, including basic hardware, software, networking and troubleshooting	2
		2



	Lab: Hardware and Software	
4	Exam	2
5	Common operating system such as Microsoft windows , Mac OS X, Linux, Android , iOS , etc	2
	Lab : Windows	4
6	Common functions of application software - starting and exiting the program, creating, saving and managing files, common editing, formatting and printing functions.	2
	Lab: software application	2
7	Functions needed to operate a word processor at a basic level: <ul style="list-style-type: none"> - Modifying text and documents, and use of automatic formatting tools. - Using word-processing tools to automate processes such as document review, security, and collaboration 	4
	Lab: Microsoft Word	4
8	7 Methods for navigating and using database applications	4
	Lab : data base application , Access	4
9	Review	2
	Lab: Final Lab Exam	2
Total		45

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	<i>Teaching strategy, staff performance, assessment methods</i>	<i>Questioners</i>
Effectiveness of students assessment	<i>Exam paper , course results</i>	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	ADMINISTRATIVE SCIENCE DEPT.
REFERENCE NO.	14430903 - 0099 - 00007
DATE	2022 / 04 / 04 12:30 PM

