



Course specifications (Postgraduate Degree)

| | |
|---------------|------------------------------|
| Course Title: | Computer Skills |
| Course Code: | 140Tec-2 |
| Program: | Deanship of Preparatory Year |
| Department: | Computer Skills |
| College: | Deanship of Preparatory Year |
| Institution: | Najran University |



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A. Course Identification

| |
|---|
| 1. Credit hours: 2 |
| 2. Course type <input checked="" type="checkbox"/> Required <input type="checkbox"/> Elective |
| 3. Level/year at which this course is offered: 1 |
| 4. Pre-requisites for this course (if any): NA |
| 5. Co-requisites for this course (if any): NA |

6. Mode of Instruction (mark all that apply)

| No | Mode of Instruction | Contact Hours | Percentage |
|----|-----------------------|---------------|------------|
| 1 | Traditional classroom | 42 | 70% |
| 2 | Blended | | |
| 3 | E-learning | 18 | 30% |
| 4 | Correspondence | | |
| 5 | Other | | |

7. Actual Learning Hours (based on academic semester)

| No | Activity | Learning Hours |
|------------------------------|---------------------------------|----------------|
| Contact Hours | | |
| 1 | Lecture | 20 |
| 2 | Laboratory/Studio | 40 |
| 3 | Seminars | |
| 4 | Others (specify) | |
| | Total | |
| Other Learning Hours* | | |
| 1 | Study | 40 |
| 2 | Assignments | 10 |
| 3 | Library | 10 |
| 4 | Projects/Research Essays/Theses | |
| 5 | Others (specify) | |
| | Total | 120 |

* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

B. Course Objectives and Learning Outcomes

1. Course Description

This course introduces computer concepts, including fundamental functions and operations of the computer using Microsoft Windows and Office Suite applications. This course also covers PC history, hardware, software, operating concepts. In addition this course includes internet and E-Learning concepts.



2. Course Main Objective

- Providing students with basic knowledge of Information Technology, internet, E-learning and its related terminologies.
- Giving students the ability to deal with the modern operating systems, office software, and E-Learning resources to express ideas and communicate with others by using computer-based technologies.
- Developing students' scientific and research skills.

3. Course Learning Outcomes

| Course Learning Outcomes (CLOs) | | Aligned PLOs* |
|---------------------------------|---|---------------|
| 1 | Knowledge | |
| 1.1 | Describe all the basic concepts of Information Technology and its related terminologies. | |
| 1.2 | Discuss the fundamental concepts, components and types of E-learning and distance education systems. | |
| 1.3 | | |
| 1... | | |
| 2 | Skills | |
| 2.1 | Create professional documents and presentations using MS Word and MS PowerPoint, to prepare projects. | |
| 2.2 | Work on spread sheets – MS Excel for data analysis. | |
| 2.3 | | |
| 2... | | |
| 3 | Competence | |
| 3.1 | Use internet-based tools to search for, send, and receive information. | |
| 3.2 | | |
| 3.3 | | |
| 3... | | |

* Program Learning Outcomes

C. Course Content

| No | List of Topics | Contact Hours |
|-------|--|---------------|
| 1 | Principles of Information Technology | 8 |
| 2 | Operating Systems | 6 |
| 3 | First Midterm Exam | 1 |
| 4 | MS-Word Application (Microsoft Word2013) | 12 |
| 5 | PowerPoint Presentation (MS PowerPoint2013) | 6 |
| 6 | Electronic Spreadsheet Program (MS Excel2013) | 12 |
| 7 | Practical Exam | 2 |
| 8 | Search for Scholarly resources on the internet | 5 |
| 9 | Means of Communication and E-Learning | 6 |
| 10 | Final Exam | 2 |
| | | |
| | | |
| Total | | |



D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

| Code | Course Learning Outcomes | Teaching Strategies | Assessment Methods |
|------|---|---|---|
| 1.0 | Knowledge | | |
| 1.1 | Describe all the basic concepts of Information Technology and its related terminologies. | <ul style="list-style-type: none"> Lectures Classroom dialogue and discussion Brain storming and class participation | <ul style="list-style-type: none"> - Assignments - Midterm and Final exams |
| 1.2 | Discuss the fundamental concepts, components and types of E-learning and distance education systems. | | |
| ... | | | |
| 2.0 | Skills | | |
| 2.1 | Create professional documents and presentations using MS Word and MS PowerPoint, to prepare projects. | <ul style="list-style-type: none"> Lectures Class discussions Lab demonstrations, Presentation | <ul style="list-style-type: none"> Practical exam and lab activities Assignments Final exam |
| 2.2 | Work on spread sheets – MS Excel for data analysis. | | |
| ... | | | |
| 3.0 | Competence | | |
| 3.1 | Use internet-based tools to search for, send, and receive information. | <ul style="list-style-type: none"> Explain and discuss the use of computational tools Lab demonstrations, Presentation | <ul style="list-style-type: none"> Exams. Lab activities (written and practical) Assignments |
| 3.2 | | | |
| ... | | | |

2. Assessment Tasks for Students

| # | Assessment task* | Week Due | Percentage of Total Assessment Score |
|---|------------------|-----------|--------------------------------------|
| 1 | Midterm exam | 6 | 20% |
| 2 | Practical exam | 14 | 20% |
| 3 | Assignments | 5, 10, 13 | 10% |
| 4 | Final exam | 16 | 50% |

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

- Giving the suitable support through the office hours of the teaching staff member.
- Extra lectures and lessons to the students who need support.
- The Faculty members must be in their offices at least 10 hours per week.



F. Learning Resources and Facilities

1. Learning Resources

| | |
|--------------------------------------|---|
| Required Textbooks | <p>مهارات الحاسب الآلي "Computer Skills" إعداد وحدة مهارات الحاسب الآلي بكلية الحاسبات وتكنولوجيا المعلومات، جامعة الملك عبد العزيز، الطبعة السابعة، خوارزم العلمية للنشر والتوزيع، 1439م-2018م، نمرسة مكتبة الملك فهد الوطنية.</p> |
| Essential Reference Materials | <ul style="list-style-type: none"> - Microsoft Office (latest version) from Internet - أ.د. عبدللا بن عبد العزيز الموسى "مقدمة في الحاسب والنتريت"، الممكة العربية السعودية، الطبعة الخامسة 1428 هـ - 2007. - أوراق University of Cambridge International Examination, العمل باستخدام مايكروسوفت أكسل version 6.2, gtslearning, London, SW64LZ, United Kingdom, 2013 - معالجة University of Cambridge International Examination, الزصوص باستخدام مايكروسوفت وورد version 6.2, gtslearning, London, SW64LZ, United Kingdom, 2013 - العروض University of Cambridge International Examination, version 6.2, gtslearning, London, SW64LZ, United Kingdom, 2013 - استخدام University of Cambridge International Examination, version 6.2, gtslearning, London, SW64LZ, United Kingdom, 2013 - المعلومات University of Cambridge International Examination, والنص الال version 6.2, gtslearning, London, SW64LZ, United Kingdom, 2013 - مقدمة الى University of Cambridge International Examination, تكنولوجيا المعلومات version 6.2, gtslearning, London, SW64LZ, United Kingdom, 2013 |
| Electronic Materials | <ul style="list-style-type: none"> - http://office.microsoft.com/en-us/training-FX101782702.aspx - Digital library (http://lib.nu.edu.sa/digitallibrary.aspx) |
| Other Learning Materials | <ul style="list-style-type: none"> - Links provided by teachers - Handouts and presentations prepared by department - Slides and recorded lectures on blackboard |



2. Educational and research Facilities and Equipment Required

| Item | Resources |
|--|--|
| Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.) | Classroom with 22-28 Computers, 22-28 chairs and desks, Access to Internet |
| Technology Resources (AV, data show, Smart Board, software, etc.) | <ul style="list-style-type: none"> - Data Show, Smart board - Windows 8.1 - Microsoft Office 2013 |
| Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list) | VDI (virtual desktop infrastructure) Dual 2.4GHz Intel Xeon(R)E5 2680 V4 4096 MB Windows 8.1 64 bit Arabic/English, Office 2013 Arabic/English |

G. Course Quality Evaluation

| Evaluation Areas/Issues | Evaluators | Evaluation Methods |
|---|---|--------------------|
| Course evaluation | Students | Questionnaires |
| Effectiveness of teaching and assessment | Students | Questionnaires |
| Extent of achievement of course learning outcomes | Department coordinator and course coordinator | Direct |
| Quality of learning resources | Peer Reviewer | Direct |
| | | |
| | | |
| | | |

Evaluation Areas/Issues (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

| | |
|----------------------------|---|
| Council / Committee | Ahmed Mohammed Sayed Khaled Alshawabekeh Mohammed Ghaleb Omer |
| Reference No. | 1-18-5-1440 |
| Date | 29\2\2019 |

Department coordinator
Dr AminAl Awady


