



# Course Specification

## (Bachelor)

Course Title: : **Computer Skills**

Course Code: **CT101**

Program: **Common First Year**

Department: **Self-Development Skills Department**

College: **Common First Year Deanship**

Institution: **King Saud University**

Version: **1446**

Last Revision Date: **26 August 2024**



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## A. General information about the course:

### 1. Course Identification

<b>1. Credit hours: (3)</b>					
<b>2. Course type</b>					
A.	<input type="checkbox"/> University	<input type="checkbox"/> College	<input type="checkbox"/> Department	<input checked="" type="checkbox"/> Track	<input type="checkbox"/> Others
B.	<input checked="" type="checkbox"/> Required		<input type="checkbox"/> Elective		
<b>3. Level/year at which this course is offered: (Common First Year)</b>					
<b>4. Course General Description:</b>					
CT101 course covers the basic concepts and gives a very lucid and highly illustrated introduction to information technology. It covers practical topics like Text Processing, Presentation Graphics, Spreadsheets and Dashboard, Algorithms & Programming. Practical skills are demonstrated step by step inside the computer labs by highly qualified Teaching Staff.					
<b>5. Pre-requirements for this course (if any):</b>					
None					
<b>6. Co-requisites for this course (if any):</b>					
None					
<b>7. Course Main Objective(s):</b>					
Provide students with fundamental computer skills.					

### 2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	-	-
2	E-learning	60	100%
3	Hybrid <ul style="list-style-type: none"> <li>• Traditional classroom</li> <li>• E-learning</li> </ul>	-	-
4	Distance learning	-	-

### 3. Contact Hours (based on the academic semester)



No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	30
3.	Field	-
4.	Tutorial	-
5.	Others (specify)	-
<b>Total</b>		<b>60</b>

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

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge and understanding</b>			
1.1	The student studies general concepts about the computer and MS Office 2016 (Word and PowerPoint).	*Not applicable *The course is not linked to a specific program. The course is a university requirement and is shared by all university programs so it is not linked to a specific program.	<ul style="list-style-type: none"> <li>- Direct objective explanation by trainers.</li> <li>- Brainstorm and ask questions.</li> </ul>	Mid Term Exam
1.2	The student is introduced to concepts about MS Office 2016 (Excel), algorithms, flow charts, the Python programming language, cybersecurity, artificial intelligence, and the Internet of Things.		<ul style="list-style-type: none"> <li>- Direct objective explanation by trainers.</li> <li>- Brainstorm and ask questions.</li> </ul>	Final Exam
<b>2.0</b>	<b>Skills</b>			
2.1	Practical skills in MS Office 2016 (Word and PowerPoint).	*Not applicable	practical skills	Mid Term Exam
2.2	Practical skills in MS Office 2016 (Excel)		practical skills	Final Exam





Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
	and Python programming language.			
2.3	Practical skills through the completion of a self-learning project.		practical skills	Self-learning (project)
2.4	Practical skills by solving continuous practical evaluation exercises.		practical skills	Continues Assessment
<b>3.0</b>	<b>Values, autonomy, and responsibility</b>			
3.1	The student master's skills in MS Office 2016 and the Python programming language	*Not applicable	-Discussion and dialogue - Brain storm - Learning using the Internet	
3.2	Student apply the concept of team work while completing the self-learning project		-Cooperative learning	

### C. Course Content

No	List of Topics	Contact Hours
1.	Introduction To Course	2
2.	Computing Basics and Text Processing Essentials	10
3.	Presentation Graphics Essentials	8
4.	Data analysis and Dashboard Technique	12
5.	Algorithm and Python Programming concepts	10
6.	Advanced Computing Technologies.	6
7.	Self-Learning (Project)	4
8.	Exam and PCA	8
<b>Total</b>		<b>60</b>



## D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Mid Term Exam	7	30%
2.	Final Exam	16	50%
3.	Continues Assessment	From 4 To 12	10%
4.	Self-learning (project)	12	10%

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

## E. Learning Resources and Facilities

### 1. References and Learning Resources

<b>Essential References</b>	Common First Year, King Saud University. (2025). <i>Computer Skills</i> . King Saud University.
<b>Supportive References</b>	<ul style="list-style-type: none"> <li>• Writer's Guide to Microsoft Word, Kari Holloway, Dennis Doty</li> <li>• Microsoft Word 2016 Step by Step Joan Lambert</li> <li>• Essential PowerPoint -2016 Kevin Wilson.</li> <li>• Business Data Analysis using Excel - by David Whigham</li> <li>• Learn Python 3 the Hard Way - Zed A. Shaw (Addison-Wesley, 2016)</li> </ul>
<b>Electronic Materials</b>	Teaching Aid Files Videos E-Book LMS (Blackboard)
<b>Other Learning Materials</b>	None

### 2. Required Facilities and equipment

Items	Resources
<b>facilities</b> (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Computer Labs
<b>Technology equipment</b> (projector, smart board, software)	Computers, Data Show, Smart Board, Software
<b>Other equipment</b> (depending on the nature of the specialty)	Internet



## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students - Study Plans Committee and Course Evaluation in the department	<ul style="list-style-type: none"> <li>• Indirect evaluation (a questionnaire to determine stakeholders' opinions about the course and the effectiveness of the teaching method).</li> <li>• Directly: periodic review of the course by the Study Plans Committee in light of the exam results.</li> </ul>
Effectiveness of Students assessment	Faculty members - Examinations Committee.	<ul style="list-style-type: none"> <li>• Directly (exams/semester work)</li> <li>• Indirect (questionnaires)</li> </ul>
Quality of learning resources	Students - faculty members	<ul style="list-style-type: none"> <li>• Direct (semester work)</li> <li>• Indirect (questionnaires)</li> </ul>
The extent to which CLOs have been achieved	Course teachers - Quality Committee - Program Leadership	<ul style="list-style-type: none"> <li>• Directly (exams/semester work)</li> </ul>
Other		

**Assessors** (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify))

**Assessment Methods** (Direct, Indirect)

## G. Specification Approval

<b>COUNCIL /COMMITTEE</b>	<b>Self-Development Skills DEPARTMENT</b>
<b>REFERENCE NO.</b>	Session (2)
<b>DATE</b>	3 Sep. 2024

