



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: ١٤٤٦

Last Revision Date: ٢٦ August ٢٠٢٤





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A. General information about the course:

١. Course Identification

١. Credit hours: (٣)

٢. Course type

A. University College Department Track Others
B. Required Elective

٣. Level/year at which this course is offered: (Common First Year)

٤. Course General Description:

CT١٠١ 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.

٥. Pre-requirements for this course (if any):

None

٦. Co-requisites for this course (if any):

None

٧. Course Main Objective(s):

Provide students with fundamental computer skills.

٨. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
١	Traditional classroom	-	-
٢	E-learning	٦٠	١٠٠٪
٣	Hybrid		
	<ul style="list-style-type: none"> • Traditional classroom • E-learning 	-	-
٤	Distance learning	-	-

٩. Contact Hours (based on the academic semester)





No	Activity	Contact Hours
١.	Lectures	٣٠
٢.	Laboratory/Studio	٣٠
٣.	Field	-
٤.	Tutorial	-
٥.	Others (specify)	-
Total		٦٠

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
١,٠	Knowledge and understanding			
١,١	The student studies general concepts about the computer and MS Office ٢٠١٦ (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"> - Direct objective explanation by trainers. - Brainstorm and ask questions. 	Mid Term Exam
١,٢	The student is introduced to concepts about MS Office ٢٠١٦ (Excel), algorithms, flow charts, the Python programming language, cybersecurity, artificial intelligence, and the Internet of Things.		<ul style="list-style-type: none"> - Direct objective explanation by trainers. - Brainstorm and ask questions. 	Final Exam
٢,٠	Skills			
٢,١	Practical skills in MS Office ٢٠١٦ (Word and PowerPoint).	*Not applicable	practical skills	Mid Term Exam
٢,٢	Practical skills in MS Office ٢٠١٦ (Excel)		practical skills	Final Exam





Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
	and Python programming language.			
٢,٣	Practical skills through the completion of a self-learning project.		practical skills	Self-learning (project)
٢,٤	Practical skills by solving continuous practical evaluation exercises.		practical skills	Continues Assessment
٣,٠	Values, autonomy, and responsibility			
٣,١	The student master's skills in MS Office ٢٠١٦ and the Python programming language	*Not applicable	-Discussion and dialogue - Brain storm - Learning using the Internet	
٣,٢	Student apply the concept of team work while completing the self-learning project		-Cooperative learning	

C. Course Content

No	List of Topics	Contact Hours
١.	Introduction To Course	٢
٢.	Computing Basics and Text Processing Essentials	١٠
٣.	Presentation Graphics Essentials	٨
٤.	Data analysis and Dashboard Technique	١٢
٥.	Algorithm and Python Programming concepts	١٠
٦.	Advanced Computing Technologies.	٦
٧.	Self-Learning (Project)	٤
٨.	Exam and PCA	٨
Total		٦٠





D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
١.	Mid Term Exam	٧	٣٠٪
٢.	Final Exam	١٦	٥٠٪
٣.	Continues Assessment	From ٤ To ١٢	١٠٪
٤.	Self-learning (project)	١٢	١٠٪

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

E. Learning Resources and Facilities

١. References and Learning Resources

Essential References	Common First Year, King Saud University. (٢٠٢٥). <i>Computer Skills</i> . King Saud University.
Supportive References	<ul style="list-style-type: none"> • Writer's Guide to Microsoft Word, Kari Holloway, Dennis Doty • Microsoft Word ٢٠١٦ Step by Step Joan Lambert • Essential PowerPoint -٢٠١٦ Kevin Wilson. • Business Data Analysis using Excel - by David Whigham • Learn Python ٣ the Hard Way - Zed A. Shaw (Addison-Wesley, ٢٠١٦)
Electronic Materials	Teaching Aid Files Videos E-Book LMS (Blackboard)
Other Learning Materials	None

٢. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Computer Labs
Technology equipment (projector, smart board, software)	Computers, Data Show, Smart Board, Software
Other equipment (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"> • Indirect evaluation (a questionnaire to determine stakeholders' opinions about the course and the effectiveness of the teaching method). • Directly: periodic review of the course by the Study Plans Committee in light of the exam results.
Effectiveness of Students assessment	Faculty members - Examinations Committee.	<ul style="list-style-type: none"> • Directly (exams/semester work) • Indirect (questionnaires)
Quality of learning resources	Students - faculty members	<ul style="list-style-type: none"> • Direct (semester work) • Indirect (questionnaires)
The extent to which CLOs have been achieved	Course teachers - Quality Committee - Program Leadership	<ul style="list-style-type: none"> • Directly (exams/semester work)
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	Self-Development Skills DEPARTMENT
REFERENCE NO.	Session (٢)
DATE	٣ Sep. ٢٠٢٤

