Education & Training Evaluation Commission
هيئة تقويم التعليم والتدريب

اعتماد
NCAAA

2024
TP-153

Course Specification
— (Bachelor)

Course Title: : **Computer Skills**

Course Code: CT١٠٢

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:

The course covers basic concepts and gives a clear introduction to information technology. It covers practical topics such as word processing, presentation design, spreadsheets, the Windows ١٠ operating system, and the Edge browser, where the student gains knowledge and the students train on practical skills that help them deal with Office software, the Windows ١٠ operating system, and the Edge browser.

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.

٢. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
١	Traditional classroom	-	-
٢	E-learning	٣٠	٥٠٪
٣	Hybrid • Traditional classroom • E-learning	- -	- -
٤	Distance learning	٣٠	٥٠٪

٣. Contact Hours (based on the academic semester)

No	Activity	Contact Hours

١.	**Lectures**(Synchronous + Asynchronous)	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, operating system, and Edge browser	*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.	- Direct objective explanation by trainers. - Brainstorm and ask questions.	Mid Term Exam
١,٢	The student is introduced to concepts about MS Office ٢٠١٦ (Word, Excel, and PowerPoint).		- Direct objective explanation by trainers. - Brainstorm and ask questions.	Final Exam
٢,٠	**Skills**			
٢,١	Practical skills in the Edge browser and Windows ١٠ operating system.	*Not applicable	Practical skills.	Mid Term Exam
٢,٢	Practical skills in MS Office ٢٠١٦ (Word, Excel, and PowerPoint).		Practical skills.	Final Exam
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 skills.	Continues Assessment

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
	practical evaluation exercises.			
٣,٠	**Values, autonomy, and responsibility**			
٣,١	The student masters skills in MS Office ٢٠١٦, Windows ١٠ operating system, and Edge browser.	*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.	All About Computers, Internet & Microsoft EDGE	٦
٣.	Operating Systems (Windows ١٠)	٦
٤.	Midterm Review	١
٥.	Midterm Exam	١
٦.	Word Processing (MS Word ٢٠١٦)	١٤
٧.	Spreadsheet (MS Excel ٢٠١٦)	١٢
٨.	Self-Learning (Project)	٢
٩.	Presentation Graphics (MS PowerPoint ٢٠١٦)	٨
١٠.	PCA	٢
١١.	Final Review	٤
١٢.	Final Exam	٢
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	عمادة السنة الأولى المشتركة، جامعة الملك سعود. (٢٠٢٥).مهارات الحاسب.(الطبعة الرابعة) دار نشر جامعة الملك سعود.
Supportive References	• Micheal Miller, ABSOLUTE BEGINNERS GUIDE TO COMPUTER BASICS, ٥th EDITION, QUE Indianaplis, Indiana ٤٦٢٤٠, ٢٠١٠. • Timothy J.O'leary and Linda J. Oleary, COMPUTING ESSENTIALS, ٢٠١٢ EDITION, Tata McGraw-Hill Education Private Limited, New Delhi ١١٠ ٠٠٨, ٢٠١٣.
Electronic Materials	Teaching Aid Files Videos E-Book E-Activities 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	• 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.	•Directly (exams/semester work) • Indirect (questionnaires)
Quality of learning resources	Students - faculty members	• Direct (semester work) • Indirect (questionnaires)
The extent to which CLOs have been achieved	Course teachers - Quality Committee - Program Leadership	•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