Course Specification
(Bachelor)

Course Title:	Computer Skills and Artificial Intelligence
Course Code:	CT102
Program:	Common First Year
Department:	Self-Development Skills Department
College:	Common First Year Deanship
Institution:	King Saud University
Version:	1447 H
Last Revision Date:	09-09-2025

Table of Contents

A. General information about the course:

1. Course Identification

1. Credit hours: (3)					
3 Hours					
2. Course type					
A.	☐University	☐College	☐Department	☒ Track	☐Others
B.	☒ Required		☐Elective		
3. Level/year at which this course is offered: (Common First Year**)**					
4. Course General Description:					
This course provides foundational computer skills and an introduction to artificial intelligence. It addresses the technical competencies and developments that students need throughout their university studies and beyond. The course covers basics of Information Technology and Windows 11 Operating System, Word Processing (Microsoft Word 2021), Presentations (Microsoft PowerPoint 2021), Spreadsheets (Microsoft Excel 2021), Introduction to Artificial Intelligence, The Artificial Intelligence Revolution: Transforming Industries and Redefining the Future.					
5. Pre-requirements for this course (if any)**:**					
None					
6. Co-requisites for this course (if any)**:**					
None					
7. Course Main Objective(s):					
Developing students' foundational knowledge in information technology, Microsoft Office 2021 and artificial intelligence, along with the essential skills required.					

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	-	-
2	E-learning	30	50%
3	Hybrid • Traditional classroom • E-learning	- -	- -
4	Distance learning	30	50%

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	**Lectures**(Synchronous + Asynchronous)	24
2.	**Laboratory/Studio**	24
3.	**Field**	-
4.	**Tutorial**	-
5.	**Others (Self Learning Project , PCA and Exam review)**	12
Total		60

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
1.0	**Knowledge and understanding**			
1.1	Explains the fundamental concepts of information technology, the Windows 11 operating system, and Microsoft Word 2021	• Not Applicable • The course is not linked to any specific program, as it is a (university requirement) shared across all university programs and not tied to a particular program.	- Computer-managed learning. - Discussion and dialogue. - Brainstorming and asking questions	Midterm Exam: - Multiple choice questions True or false questions
1.2	Demonstrates knowledge in various topics, such as Microsoft PowerPoint 2021, Excel 2021, and the basics of artificial intelligence		- Computer-managed learning. - Discussion and dialogue. - Brainstorming and asking questions	Final Exam: - Multiple choice questions True or false questions
2.0	**Skills**			
2.1	**Practical:** Applies what has been learned from software (Windows 11 and Microsoft Word 2021)		Practical training	Midterm Exam: Application of practical skills in exams.
2.2	**Practical:** Uses MS Office software techniques (Excel 2021, PowerPoint 2021)		Practical training	Final Exam: Application of practical skills in exams.

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
2.3	**Technical Communication:** Uses application software to complete the self-learning project.	• Not Applicable	Project-based learning	Evaluation form
2.4	**Technical Communication:** The practical continuous assessment (PCA) system is used to solve practical exercises.		Practical training	PCA practical simulation system
3.0	**Values, autonomy, and responsibility**			
3.1	Takes responsibility for self-learning and personal development in performing academic and practical tasks and activities.	• Not Applicable	- Discussion and dialogue - Learning using the Internet	-
3.2	Students are committed to academic ethics.		Student commitment to the virtual classroom ethics and behavior.	-

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction To Course	2
2.	Introduction to Information Technology and Windows11	8
3.	Word Processing (MS-Word 2021)	8
4.	Presentation Graphics (MS-PowerPoint 2021)	8
5.	Spreadsheets (MS-Excel 2021)	12
6.	Introduction to Artificial Intelligence (AI)	4
7.	Artificial Intelligence Applications and Ethics	6

Total	48

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Mid Term Exam	8	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

Essential References	لجنة تطوير الكتاب،قسم مهارات تطوير الذات،عمادة السنة الأولى المشتركة، جامعة الملك سعود. (٢٠٢٦).*مهارات الحاسب والذكاء الاصطناعي* . دار نشر جامعة الملك سعود.
Supportive References	List of references is available in the book, page 268
Electronic Materials	PowerPoint Presentations Teaching Aid Files for practical topics Videos LMS (Blackboard) E-Activities
Other Learning Materials	None

2. 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 - Department Curriculum and Course Evaluation Committee	• Indirect evaluation: Questionaire to find out the opinions of stakeholders about the course and the effectiveness of the teaching method. • Direct: Periodic review of the course by the Curriculum Committee in light of the test results .
Effectiveness of student assessment methods	Faculty members - Examinations Committee.	•Directly (exams/semester work) • Indirect (questionnaires)
Quality of learning resources	Students - Experts	• 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.	**The Third**
DATE	**9/9/2025**