Course Specification

— (Bachelor)

Course Title:	Computer Skills 1
Course Code:	156 CIS-2
Program:	**Programming and Database**
Department:	**Computer Science**
College:	**Applied College**
Institution:	**Najran University**
Version:	*Course Specification Version Number*
Last Revision Date:	**3 Oct 2023**

Table of Contents

A. General information about the course:

1. Course Identification

1. Credit hours: (2(1+1)**)**

2. Course type

A.	☐University	☐College	☒ Department	☐Track	☐Others
B.	☒ Required			☐Elective	

3. Level/year at which this course is offered: (1ˢᵗ**)**

4. Course General Description:

This course introduces the Computing Fundamentals and introduction to Applications. It includes Operating Systems, Hardware, Networks and Mobile Devices, File Management, Software, Cloud Computing, Security and Maintenance, Apps and Applications, Using Microsoft Word. This course is essential for obtaining the professional certificate IC3 GS5.

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

None

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

None

7. Course Main Objective(s):

This course is intended to:
- provides information technology literacy and basic skills training for learners with limited experience.

Course learning outcomes focus on skill development related to basic computer operations and information technology

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	3 hours per week	95%
2	E-learning		5%
3	Hybrid • Traditional classroom • E-learning		
4	Distance learning		100%

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	15
2.	Laboratory/Studio	30
3.	Field	
4.	Tutorial	
5.	Others (specify)	
•	Total	45

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	Describe different types of software and hardware	K1	• Lecture • Labs	• Exam • Assignments • Quizzes
1.2	Explain the main skills of dealing with clouding, security, Networks and Mobile Devices	K2		
2.0	**Skills**			
2.1	Differentiate between computer hardware and software	S1	• Lecture • Lab work	• Exam • Assignments • Quizzes • Presentation
2.2	Manipulate computer applications	S2		
2.3	Operate MS office applications	S2		
3.0	**Values, autonomy, and responsibility**			
3.1	Demonstrate projects and assignments in team work to show computer skills	V3	• Project • Small group report	Presentation

C. Course Content

No	List of Topics	Contact Hours
1.	**Operating Systems**	6
2.	**Hardware**	6
3	**Networks and Mobile Devices**	6
4	**File Management**	3
5	**Software**	6
6	**Cloud Computing**	3
7	**Security and Maintenance**	3
8	**Apps and Applications**	3
9	**Using Microsoft Word**	9
Total		**45**

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	First Monthly Exam	8	20%
2.	Homework's	From 2 to 12	10%
3.	Practical exam	16	20%
4	Final exam	17	50%
5	Total		100%

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

Essential References	IC3 GS5 Certification Guide, ISBN: 978-1-55332-463-8, 2016 CCI Learning Solutions Inc	
Supportive References	IC3 (GS5) 3EXAMS I الشهادة الدولية للحاسب والإنترنت [ARABIC] https://www.udemy.com/course/ic3-certification-gs5-3exams-arabic/	
Electronic Materials		
Other Learning Materials		

E. Learning Resources and Facilities

1. References and Learning Resources

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom with a suitable size for students
Technology equipment (projector, smart board, software)	Whiteboard/projector
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Student	Direct: Questioners
Effectiveness of Students assessment	Teacher Audit and review committees	Direct: CW & HW Exercises and short quizzes Projects Mid and final paper exams.
Quality of learning resources	Teachers and course description committees	Indirect: Benchmarking Self-evaluation External evaluation
The extent to which CLOs have been achieved	Teacher	Direct: Measuring the learning outcomes
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	**30/3/1446**