Course Specification
— (Bachelor)

Course Title: **Computer Skills1**

Course Code: **156CIS-2**

Program **Technical support**

Department **Computer Department**

College: **Applied College**

Institution :Najran University

Version : 3

Last Revision Date: **1-10-2024**

Table of Contents

A. General information about the course:

1. Course Identification

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

2. Course type

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

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

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):

NO

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

NO

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	2 hours per week	100%
2	E-learning		
3	Hybrid • Traditional classroom • E-learning		
4	Distance learning		

3. Contact Hours (based on the academic semester)

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

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	Lecturers Labs	Exam Quiz Assignment
1.2	Explain the main skills of dealing with clouding, security, and Networks and Mobile Devices	K1	Lecturers Labs	Exam Quiz Assignment
…				
2.0	**Skills**			
2.1	Differentiate between computer hardware and software	S1	Lecturers Labs	Exam Quiz Assignment
2.2	Manipulate computer applications	S2	Lecturers Labs	Exam Presentation
…	Operate MS office applications	S1		
3.0	**Values, autonomy, and responsibility**			

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
3.1	Demonstrate projects and assignments in team work to assemble computer and operate it.	V2	Small group work Group Presentation Projects	Group report
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	**Operating Systems**	3
2.	**Hardware**	**3**
3.	**Networks and Mobile Devices**	**3**
4.	**File Management**	**3**
5.	**Software**	**3**
6.	**Cloud Computing**	3
7.	**Security and Maintenance**	3
8.	**Apps and Applications**	3
9.	**Using Microsoft Word**	4
Total		**30**

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm exam	8	20%
2.	Homework's	From 2 to 12	10%
3.	Practical exam	16	20%
4.	Final exam	17	50%
5.			
6.			
7.			
8.			
9.			

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
10.	Total		100

*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	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	

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	