



# Course Specification

## (Bachelor)

**Course Title:** Computer Skills 2

**Course Code:** 157 **CIS-2**

**Program** Technical support

**Department** Computer Department

**College:** Applied College

**Institution :** Najran University

**Version :** 3

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



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## 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: (1<sup>st</sup> year, level 2)

#### 4. Course General Description:

This course introduces the Key Applications and Living Online. It includes Using Microsoft Excel, Database Concepts, Using Microsoft PowerPoint, Looking at the Internet, Managing Media Literacy, Digital Communication, Understanding Email, Contacts, and Calendaring, Life Online. This course is essential for obtaining the professional certificate IC3 GS5

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

156CIS-2

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

NO

#### 7. Course Main Objective(s):

This course aims to provide the students with basic and advanced skills to operate.

### 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 <ul style="list-style-type: none"> <li>Traditional classroom</li> <li>E-learning</li> </ul>		
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 the different types of office applications	K1	Lecturers Labs	Exam Quiz Assignment
1.2	Explain the main skills of dealing with internet, online searching, and life online	K1	Lecturers Labs	Exam Quiz Assignment
...				
2.0	Skills			
2.1	Operate MS office applications	S1	Lecturers Labs	Exam Quiz Assignment
2.2	Manipulate internet applications	S2	Lecturers Labs	Exam Presentation
...				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to assemble	V2	Small group work Group Presentation Projects	Group report



Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
	computer and operate it.			
3.2				
...				

### C. Course Content

No	List of Topics	Contact Hours
1.	Using Microsoft Excel	3
2.	Database Concepts	3
3.	Using Microsoft PowerPoint	3
4.	Looking at the Internet	3
5.	Managing Media Literacy	3
6.	Digital Communication	3
7.	Understanding Email, Contacts, and Calendaring	3
8.	Life Online	3
9.	Training on IC3 exams	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.			
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] <a href="https://www.udemy.com/course/ic3-certification-gs5-3exams-arabic/">https://www.udemy.com/course/ic3-certification-gs5-3exams-arabic/</a>
Electronic Materials	
Other Learning Materials	

### 2. Required Facilities and equipment

Items	Resources
<b>facilities</b> (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom with a suitable size for students
<b>Technology equipment</b> (projector, smart board, software)	Whiteboard/projector
<b>Other equipment</b> (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

