



Course Specification

(Bachelor)

Course Title: Computer Skill

Course Code: 153 CIS-2

Program Applied business administration

Department: Administrative sciences/Applied Marketing

College: Applied College

Institution: Najran University

Version: 2

Last Revision Date: 30/3/1446

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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 level 1st year

4. Course General Description:

Types of computers, how they process information, and the purpose and function of different hardware components, Computer equipment and common problems relating to computer hardware

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

N/A

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

N/A

7. Course Main Objective(s):

By the end of this course student will learn the description and the jobs of the components of the computer, the microsoft word, power point and excel

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	3 hrs 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	14
2.	Laboratory/Studio	28
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		42

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	Memorize basics concepts of computer	K1	- Lecture - Discussion	- Exam - Assignmen - Tets - Quizzes
1.2	Define different types of computer applications	K2		
1.3	Describe different types of computer	K3		
2.0	Skills			
2.1	Manipulate co	S1	Lecture Discussion Lab work Brainstorming	Follow up Form Assignmen test Report Lab report
2.2	Operate MS office applications	S2		
...				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to solve computer skills problems	V1	Discussion Project	Follow up Form Assignmen test Report Lab report
3.2				
...				



C. Course Content

No	List of Topics	Contact Hours
1.	Computer generations, types of computers, computer components and function of different hardware components and software	3
2.	Operating systems	3
3.	Networks	3
4.	Windows 10 system	3
5.	Microsoft Word	6
6.	Microsoft excel	6
7.	Review Mid exam	3
8.	Microsoft Power points	6
9.	Computer Viruses	3
10.	E-Learning	3
11.	Review Lab: Lab Exam	3
Total		42

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	First Monthly Exam	7	30%
2.	Practical exam	14	20%
3.	Final exam	15	50%
...			

*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	كتاب مهارات الحاسب - نخبه من أساتذة الحاسب اللى بجامعة بيشه ، References الترقيم الدولي 9786038260906 Essential
Supportive References	
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment





Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms, labs
Technology equipment (projector, smart board, software)	data show, software MS-office
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Teaching strategy, staff performance, assessment methods	Questioners
Effectiveness of Students assessment	Exam paper , course results	Cross checking
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	ADMINISTRATIVE SCIENCE DEPT.
REFERENCE NO.	14430903 - 0099 - 00007
DATE	2022 / 04 / 04 12:30م

