



# Course Specification

## (Bachelor)

**Course Title:** Computer Skill

**Course Code:** 153 CIS-2

**Program** Applied business administration

**Department:** Administrative sciences

**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: 1<sup>st</sup> level 1<sup>st</sup> 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):

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

#### 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 <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          | 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                                    | <ul style="list-style-type: none"><li>Lecture</li><li>Discussion</li></ul> | <ul style="list-style-type: none"><li>Exam</li><li>Assignment<ul style="list-style-type: none"><li>Tets</li><li>Quizzes</li></ul></li></ul> |
| 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<br>Discussion<br>Lab work<br>Brainstorming                         | Follow up Form<br>Assignment test<br>Report<br>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<br>Assignment test<br>Report<br>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<br>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 - نخبة من أساتذة الحاسب اللي بجامعة بيشه ،<br>Essential الترقيم الدولي ٩٧٨٦٠٣٨٢٦٠٩٠٦ |
| Supportive References    |                                                                                                         |
| Electronic Materials     |                                                                                                         |
| Other Learning Materials |                                                                                                         |

### 2. Required Facilities and equipment





| Items                                                                                     | Resources                     |
|-------------------------------------------------------------------------------------------|-------------------------------|
| <b>facilities</b><br>(Classrooms, laboratories, exhibition rooms, simulation rooms, etc.) | Classrooms, labs              |
| <b>Technology equipment</b><br>(projector, smart board, software)                         | data show, software MS-office |
| <b>Other equipment</b><br>(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

|                           |                     |
|---------------------------|---------------------|
| <b>COUNCIL /COMMITTEE</b> | مجلس القسم          |
| <b>REFERENCE NO.</b>      | ٠٠٠٠٧-٠٠٩٩-١٤٤٣.٩٠٣ |
| <b>DATE</b>               | ١٢:٣٠ .٤/٠٤/٢٠٢٢ م  |

