



Course Specification — (Bachelor)

Course Title: Digital Literacy Skills

Course Code: Com 110

Program: Business Intelligence and Data Analysis

Department:

College: Applied College

Institution: Najran University

Version: 1

Last Revision Date: 12/12/1446



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A. General information about the course:

1. Course Identification

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

2. Course type

A.	<input type="checkbox"/> University	<input type="checkbox"/> College	<input checked="" type="checkbox"/> Department	<input type="checkbox"/> Track	<input type="checkbox"/> Others
B.	<input checked="" type="checkbox"/> Required		<input type="checkbox"/> Elective		

3. Level/year at which this course is offered: (2nd)

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):

None

7. Course Main Objective(s):

This course is intended to:

- 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	3 hours per week	0%
2	E-learning		100%
3	Hybrid <ul style="list-style-type: none"> • 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 the different types of office applications	K1		
1.2	Explain the main skills of dealing with the internet, online searching, and life online	K2	<ul style="list-style-type: none"> • Lecture • Labs 	<ul style="list-style-type: none"> • Exam • Assignments • Quizzes
...				
2.0	Skills			
2.1	Operate MS office applications	S1	<ul style="list-style-type: none"> • Lecture • Lab work 	<ul style="list-style-type: none"> • Exam • Assignments • Quizzes • Presentation
2.2	Manipulate internet applications	S2		
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate projects and assignments in team work to show computer skills.	V3	<ul style="list-style-type: none"> • Project • Small group report 	Presentation
3.2				
...				





C. Course Content

No	List of Topics	Contact Hours
1.	Using Microsoft Excel	9
2.	Database Concepts	6
3	Using Microsoft PowerPoint	6
4	Looking at the Internet	3
5	Managing Media Literacy	3
6	Digital Communication	3
7	Understanding Email, Contacts, and Calendering	6
8	Life Online	3
9	Training on IC3 exams	6
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	20%
3.	Practical exam	16	20%
4	Final exam	17	40%
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 للحاسوب والإنترنت] 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	المجلس التنفيذي
REFERENCE NO.	4600081176
DATE	1446/12/22 .

