Course Specification
(Bachelor)

Course Title:	Computer Applications
Course Code:	100CSC-2
Program:	Deanship of Preparatory Year "Health, Computer and Engineering Tracks"
Department:	Computer Skills
College:	Deanship of Preparatory Year
Institution:	Najran University
Version:	1
Last Revision Date:	08/09/2024

Table of Contents

A. General information about the course:

1. Course Identification

1. Credit hours: (2)					
2 (1,2)(Theory , Lab)					
2. Course type					
A.	☐University	☐College	☐Department	☒ Track	☐Others
B.	☒ Required		☐Elective		
3. Level/year at which this course is offered: (First Year)					
4. Course General Description:					
This course allows students to explore the concept of computing in the field of information technology while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create documents, presentations, and other professional communications. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.					
5. Pre-requirements for this course (if any)**:**					
NA					
6. Co-requisites for this course (if any)**:**					
NA					
7. Course Main Objective(s):					
The main objective of the course is to develop students' computer skills for a variety of purposes (Information Technology, operating systems, office software, E-Learning, Network, Internet, and E-commerce, Artificial intelligence, and Cloud Computing).					

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100
2	E-learning		

No	Mode of Instruction	Contact Hours	Percentage
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**	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	Define the basic concepts of computing and their impact today and associated software.		1-Interactive Lectures using PowerPoint slides and explaining the essential points in more detail with the help of a whiteboard. 2-Encouraging the students to use the online links to know the concepts in detail. 3–Associating the topics in with the course learning outcomes (CLO).	Quiz, midterm and final exams
1.2	Describe the terms (data, Information, Cloud Computing, internet, and network)			Quiz, midterm and final exams
1.3	Clarify the fundamental concepts (components and types of E-learning, E-commerce, and artificial inelegance)			Quiz, midterm and final exams
2.0	**Skills**			

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
2.1	Using Microsoft Office app to create, edit, and enhance the MS application.		Lectures, Group Discussion	Project, Quiz, and final exams.
2.2	Work on spread sheet - Ms excel for data analysis		Lectures, Group Discussion	midterm and final exams.
...				
3.0	**Values, autonomy, and responsibility**			
3.1	Commitment to computer ethics while using technology inside and outside computer laboratories.		Discussion on morals/responsibilities Presentation on motivation/professional ethics	A measure of values Continuous assessment
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Principles of Information Technology	**4**
2.	Component of computing (hardware, software)	**4**
3.	Introduction to Networking and Cloud Computing	**4**
4.	Internet concept and Search Engines	**2**
5.	New technologies and applications (AI – E-Learning – E-commerce)	**4**
6.	Microsoft Office applications (World – Excel – Power point)	**27**
Total		

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quiz 1-2	5th and 10th week	%10
2.	Mid Term Exam	8th week	%25
3.	Lab Activities and Lab Project/Quiz	11th and 16th week	% 10
4.	Final Lab Exam	17th week	% 15
5.	Final Exam	18th or 19th week	% 40

*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	Computer Skills, Prepared by Computer Skills Department, Najran University, 3 Edition 2024.
Supportive References	Computer Skills, Prepared by Computer Skills Unit and IT College, King Abdulaziz University, 9 Edition 2021.
Electronic Materials	Computer-based programs/CD, professional standards/regulations, Microsoft Office 2019
Other Learning Materials	▪ Links provided by teachers. ▪ presentations prepared by department. Slides and recorded lectures on blackboard

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms accommodate 23 students per class with advanced computers connected by internet.
Technology equipment (projector, smart board, software)	Data show, smart board, Microsoft Office 2019
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Institution (By the end of each semester, students give opinions on satisfactions of the course)	Online course survey (indirect assessment)
Effectiveness of Students assessment	Instructor (A course survey is distributed to students to take their opinion)	Feedback about Course Learning Outcomes (CLOs) (indirect assessment)
Quality of learning resources		
The extent to which CLOs have been achieved	Instructor (through various teaching strategies)	Assessment of SOs through CLOs (direct assessment)
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	**COMPUTER SKILLS COUNCIL 461**
REFERENCE NO.	**14460305-0981-00001**
DATE	**09-09-2024**