



Course Specifications

Course Title:	Computer Skills
Course Code:	CT-140
Program:	Bachelor
Department:	Management Information Systems
College:	College of Business Administration – Al Kharj (CBAK)
Institution:	Prince Sattam bin Abdulaziz University

Table of Contents

A. Course Identification	3
6. Mode of Instruction (mark all that apply)	3
B. Course Objectives and Learning Outcomes	3
1. Course Description	3
2. Course Main Objective.....	3
3. Course Learning Outcomes	3
C. Course Content	4
D. Teaching and Assessment	4
1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods	4
2. Assessment Tasks for Students	5
E. Student Academic Counseling and Support	5
F. Learning Resources and Facilities	5
1. Learning Resources	5
2. Facilities Required.....	5
G. Course Quality Evaluation	6
H. Specification Approval Data	6

A. Course Identification

1. Credit hours:	3
2. Course type	
a.	University <input checked="" type="checkbox"/> College <input type="checkbox"/> Department <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	Level 1/First Year
4. Pre-requisites for this course (if any):	N/A
5. Co-requisites for this course (if any):	N/A

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	9	20%
2	Blended		
3	E-learning		
4	Distance learning		
5	Other: Laboratory	36	80%

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	9
2	Laboratory/Studio	36
3	Tutorial	
4	Others (specify)	
	Total	45

B. Course Objectives and Learning Outcomes

1. Course Description

The course aims to equip students with the required knowledge and skills to deal with the computer in the classroom environment, office, and home. It provides the student with the concepts and terms of information technology and the necessary knowledge to manage one common operating system for computers. It also seeks to give the student the various application capabilities for the use of the office productivity software packages in order to serve his/her education and career.

2. Course Main Objective

The main objective is to provide students with the required knowledge and skills needed to use the computer and the widely used office applications (Microsoft Word, Microsoft Excel, Microsoft PowerPoint).

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Define the basic concepts of information technology and its related terminologies	PLO1.1
1.2	Describe the major components of information technology, including computer hardware, computer software, and networks	PLO1.1
2	Skills :	
2.1	Develop key practical skills in Microsoft Windows and widely used Microsoft Office applications (i.e., Microsoft Word, Microsoft Excel, and Microsoft PowerPoint)	PLO2.3 & PLO2.4
2.2	Demonstrate the ability to create effective documents, spreadsheets, and presentations that meet specific needs in the business environment	PLO2.4
2.3	Gain problems solving skills especially from a technical point of view	PLO2.3
3	Values:	
3.1	Demonstrate the ability to relate to and collaborate effectively with peer groups	PLO3.1 & PLO3.2

C. Course Content

No	List of Topics	Contact Hours
1	ECDL Module 01 : Basic Concepts of Information Technology (IT)	9
2	ECDL Module 02 : Microsoft Windows	6
3	ECDL Module 03 : Microsoft Word	9
4	ECDL Module 04 : Microsoft Excel	9
5	ECDL Module 05 : Microsoft PowerPoint	6
6	ECDL Module 06 : Information & Communication	3
7	Course Revision	3
Total		45

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Define the basic concepts of information technology and its related terminologies	- Lectures	Quizzes, Assignments & Exams
1.2	Describe the major components of information technology, including computer hardware, computer software, and networks	- Lectures	Quizzes, Assignments & Exams
2.0	Skills		
2.1	Develop key practical skills in Microsoft Windows and widely used Microsoft Office applications (i.e., Microsoft Word, Microsoft Excel, and	- Practical sessions	Assignments & Exams

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	Microsoft PowerPoint)		
2.2	Demonstrate the ability to create effective documents, spreadsheets, and presentations that meet specific needs in the business environment	- Practical sessions	Assignments & Exams
2.3	Gain problems solving skills especially from a technical point of view	_ Problem solving cases _ Practical sessions	Assignments & Exams
3.0	Values		
3.1	Demonstrate the ability to relate to and collaborate effectively with peer groups	_ Problem solving cases _ Group Work	_ Projects & Presentations evaluation _ Assignments

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Theoretical Part Exam	5	10%
2	Microsoft Word Exam	7	14%
3	Microsoft Excel Exam	9	13%
4	Microsoft PowerPoint Exam	10	13%
5	Assignments	10	10%
6	Final Exam	11	40%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :
6 hours a week

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Computer and ready-made software - the basic skills (Arabic - English), Fifth edition, 2018, Dr. Mohammed Bilal al-Zu'bi, Dr. Ahmed Acharayah, SZ Abdullah, Khaleda Mohammed Zoubi
Essential References Materials	N/A
Electronic Materials	ECDL/ICDL Tutorial DVDs
Other Learning Materials	Online materials of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Windows

2. Facilities Required

Item	Resources
------	-----------

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Laboratory with 30 seats for each group
Technology Resources (AV, data show, Smart Board, software, etc.)	Smart Board, software, data show, blackboard virtual classes
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	N/A

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Student Feedback on the effectiveness of teaching	Student	Survey
Peer-Observation	A senior faculty from the college	The evaluator visits the class and observes at least 2-3 classes during the entire semester
Self-Assessment	course report	It is discussed at the DC for further improvement.

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Department Council
Reference No.	2
Date	SEP 2022