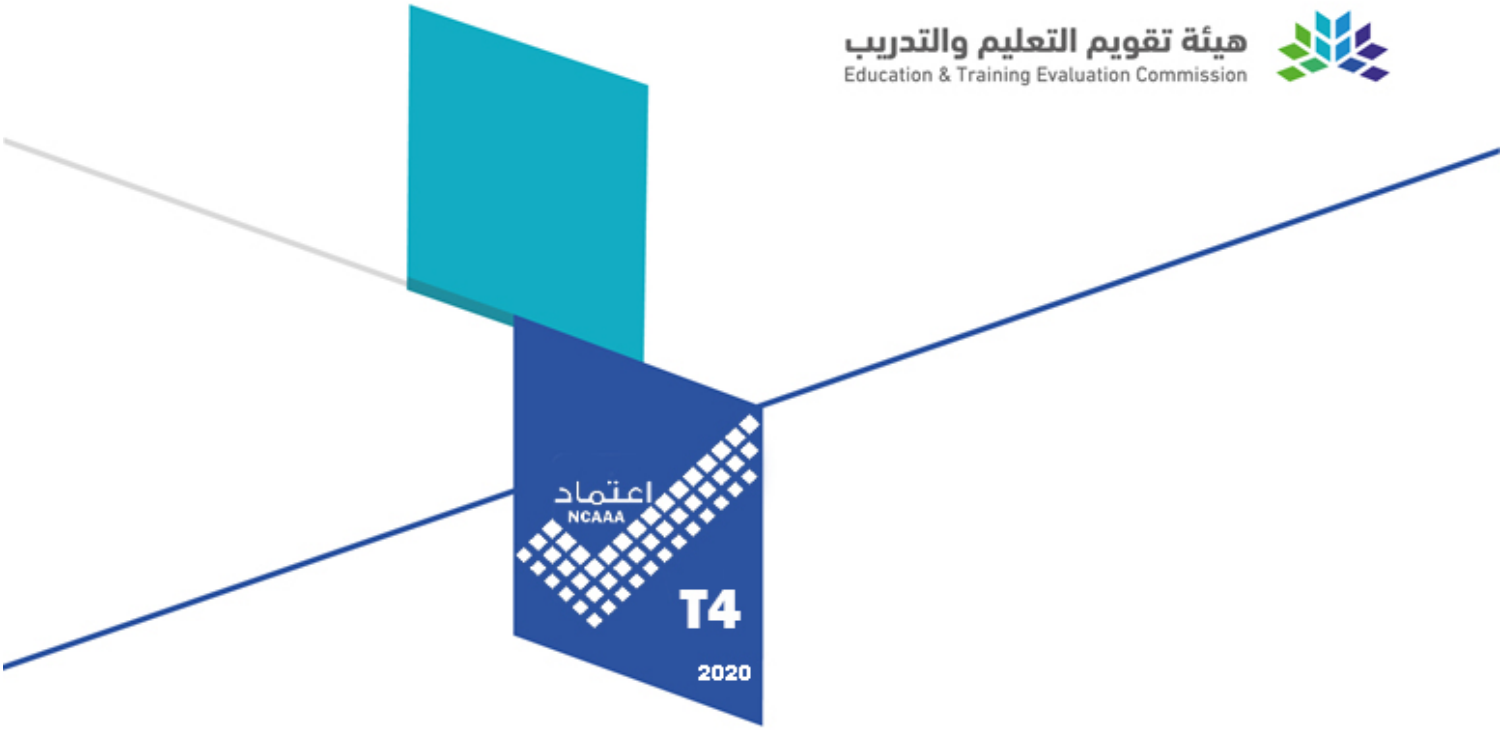
هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission



Course Specifications

Course Title:	**Computer Skills**
Course Code:	**CPIT100**
Program:	**Bachelor of Science in Computer Sciences** **Bachelor of Science in Information Systems** **Bachelor of Science in Information Technology**
Department:	**Computer Sciences** **Information Systems** **Information Technology**
College:	**Faculty of Computing and Information Technology**
Institution:	**Northern Border University, Rafha**

Table of Contents

A. Course Identification

1. Credit hours: 3
2. Course type **a.** University [x] College [ ] Department [ ] Others [ ] **b.** Required [x] Elective [ ]
3. Level/year at which this course is offered: Level 2/Year 1
4. Pre-requisites for this course (if any): Nil
5. Co-requisites for this course (if any): Nil

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	60	100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	45
2	**Laboratory/Studio**	15
3	**Tutorial**	
4	**Others** (specify)	
	Total	60

B. Course Objectives and Learning Outcomes

1. Course Description

This course is designed to provide the main concepts and terminologies of information technology and equipped them with the knowledge to administer one of widely used operating systems. Topics include Computer Skills Introduction to information Technology, Operating Systems (Microsoft Windows), Word Processing (Microsoft Word), Data Sheets (Microsoft Excel), Presentations (Microsoft Power Point), Internet (Microsoft IE), E-Mails (Microsoft Outlook), E-Learning and Distance Learning.

2. Course Main Objective

The course aims to provide the students with basic knowledge of Information Technology, internet, E-learning and its related terminologies. And to Give students the ability to deal with the modern operating systems, office software, and E-Learning resources.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	**Knowledge and Understanding:**	
1.1	Describe all the basic concepts of Information Technology and its related terminologies.	K1
1.2	Identify network types, Internet, and e-learning.	K1
1.3	Describe the Cloud Computing.	K1
2	**Skills:**	
2.1	Use internet-based tools to search for, send, and receive information.	S3
2.2	Create professional documents and presentations using Microsoft office.	S3
2.3	Store data using Cloud Computing.	S3
3	**Values:**	

C. Course Content

No	List of Topics	Contact Hours
1	Information Technology basic concepts.	6
2	Introduction to Windows.	5
3	Computer Networks and Internet.	6
4	Microsoft Word.	6
5	Microsoft Excel.	6
6	Microsoft Power point.	6
7	E-learning.	6
8	Cloud Computing.	4
Laboratory Works		
1	Windows Operating System: Accessories, System Tools.	3
2	Windows Operating System: Management, Control Panel.	3
3	Word Processing: Microsoft Word.	3
4	Microsoft Excel.	3
5	Microsoft Power point: Making Presentation.	3
Total		60

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	Describe all the basic concepts of Information Technology and its related terminologies.	Class / Group discussion	Writing - Oral
1.2	Identify network types, Internet, and e-learning.	Self-explanation Guided discovery	Writing - Oral
1.3	Describe the Cloud Computing.	Investigation KWLH (Know, Want, Learned, How),	Writing - Oral
2.0	**Skills**		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
2.1	Use internet-based tools to search for, send, and receive information.	Scientific research, Model-based learning, Lab-based learning, Project-based learning	Writing - Oral - Performance - Observation
2.2	Create professional documents and presentations using Microsoft office.	Lab-based learning, Project-based learning	Writing - Oral - Observation
2.3	Store data using Cloud Computing.	Lab-based learning, Project-based learning	Writing - Oral - Observation
3.0	**Values**		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz-1	2	2
2	Quiz-2	8	3
3	Assignment-1	4	5
4	Assignment-2	10	5
5	Oral questions	1-11	5
6	Lab tasks	1-11	16
7	Midterm exam	6	20
8	Lab exam	12	4
9	Final exam	13	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:
Every instructor has an announced office hours schedule. All students are encouraged to visit the concerned teacher according to the schedule. Students can also use Email address or Blackboard System to seek help or book an appointment.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Department of Computer in Preparatory and Supporting Studies Deanship (2020), *Computer Skills for preparatory Students* (5th ed.). Northern Border University.
Essential References Materials	1. Price, M. (2021). *Microsoft 365 in easy steps: Covers Microsoft Office essentials*. In Easy Steps Limited. Mercurio, R., & Merrill, B. (2021). *Beginning Microsoft 365 Collaboration Apps: Working in the Microsoft Cloud* (2nd ed.). Apress.
Electronic Materials	1. Blackboard System: https://lms.nbu.edu.sa/ 2. Northern Border University Electronic Library: https://www.nbu.edu.sa/AR/Deanships/Library_Issues 3. Saudi Digital Library (SDL): https://portal.sdl.edu.sa/english/

Other Learning Materials	Nil

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	• Classroom • Laboratory
Technology Resources (AV, data show, Smart Board, software, etc.)	• Data Show (Projectors) in Classroom and laboratory. • Laboratory • Desktop computers • OS: Windows 10 • Software: MS Office 365
Other Resources (Specify, e.g., if specific laboratory equipment is required, list requirements or attach a list)	Nil

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment.	Students	Indirect
Quality of learning resources	Students	Indirect
Extent of achievement of course learning outcomes	Faculty	Direct

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	Information Technology Department Council
Reference No.	10
Date	27/2/2022