



Course Specifications

Course Title:	Computer Skills
Course Code:	CP11
Program:	Diploma in Programming and Computer Sciences
Department:	Technology department
College:	Applied College
Institution:	Taif University

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A. Course Identification

1. Credit hours: 3
2. Course type
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" 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: 1 st level/ 1 st year
4. Pre-requisites for this course (if any): None
5. Co-requisites for this course (if any): None

6. Mode of Instruction (mark all that apply)

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

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	40
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	40

B. Course Objectives and Learning Outcomes

1. Course Description

This course is designed to help students prepare for entry-level employment in the field of computers and information services and/or to help them prepare for more advanced college computer courses. Students will receive instruction in the field of information processing, which includes hands-on experience utilizing word processing, desktop publishing, spreadsheet, database, and presentation software.

2. Course Main Objective

Introducing students to the scientific facts in the field of computer applications and acquiring the practical skills to deal with the MS Office.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Specify computer resources for use in business and academics.	K2
1.2	Understand the functionalities of the components of computer	K2

CLOs		Aligned PLOs
	hardware and software	
2	Skills :	
2.1	Create business and academic documents using Microsoft Word.	S2
2.2	Create spreadsheets with formulas and graphs using Microsoft Excel.	S2
2.3	Develop presentations containing animation and graphics using Microsoft PowerPoint.	S2
3	Values:	

C. Course Content

No	List of Topics	Contact Hours
1	Identify computer hardware CPU ..main memory module .. input and output units and external storage	4
2	Identify computer software Types of software .. Operating system .. Programming languages	4
3	Part 2: Word Processing MS word processing unit in its details.	4
4	Part 2: Word Processing MS word processing unit in its details.	4
5	Part 3: Presentations MS PowerPoint Slide Show and Presentation Unit	4
6	Part 4: Schedules MS Excel Tables Unit	4
7	Part 4: Schedules MS Excel Tables Unit	4
8	Part 5: Messages MS Outlook module and its tasks.	4
9	Part 5: Messages MS Outlook module and its tasks.	4
10	Revision	4
Total		40

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	Specify computer resources for use in business and academics.	Lectures	Quizzes Exams Homework Evaluation
1.2	Understand the functionalities of the components of computer	Lectures	Quizzes Exams Homework Evaluation
2.0	Skills		
2.1	Create business and academic	Lectures	Quizzes

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	documents using Microsoft Word.		Exams Homework Evaluation
2.2	Create spreadsheets with formulas and graphs using Microsoft Excel.	Lectures	Quizzes / Homework Project / Exams
2.3	Develop presentations containing animation and graphics using Microsoft PowerPoint.	Lectures	Quizzes / Homework Project / Exams
3.0	Values		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Home Works/Student Participation-Attendance/quiz	Every Week	15%
2	Project	From week 3 to week 8	15%
3	Mid-Term	6	20%
4	Final Examination	12	50%

*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 :

- Providing a guide for each group of students, and distributing student lists electronically to faculty members.
- There is an academic advising guide that defines the role of the faculty member in the academic advising process.
- The program supervisor is available throughout the year to answer student inquiries.
- Availability of full information about the program and its members and ways to communicate with them.
- Use the Learning Management System (Black Board) to communicate with students

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Computer Applications ,By Reeta Sahoo, Gagan Sahoo ,India ,2018
Essential References Materials	<ul style="list-style-type: none"> • Microsoft Office 2013/365 and Beyond: Computer Concepts and Applications, Theodor Richardson, Charles Thies, Mercury Learning & Information, Jun. I 5,2015
Electronic Materials	https://www.tutorialspoint.com/word/
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	<ul style="list-style-type: none"> Classroom with 25 chairs
Technology Resources (AV, data show, Smart Board, software, etc.)	<ul style="list-style-type: none"> Video projector / data show White board
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Null

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching	<ul style="list-style-type: none"> Students Faculty members Coordinator Program Leaders 	<ul style="list-style-type: none"> Course exit survey Feedback from Faculty members Feedback from Course Coordinator Feedback from Quality Committees
Effectiveness of assessment	<ul style="list-style-type: none"> Faculty members Coordinator Program Leaders 	<ul style="list-style-type: none"> Feedback from Faculty members Feedback from Course Coordinator Feedback from Program Leader
Extent of course achievement	<ul style="list-style-type: none"> Students Coordinator Faculty members 	<ul style="list-style-type: none"> Course exit survey Curriculum Committees Feedback from Course Coordinator Feedback from Program Leader
Extent of course learning outcomes	<ul style="list-style-type: none"> Faculty members Coordinator Program Leaders Quality Committees 	<ul style="list-style-type: none"> Course exit survey Curriculum Committees Feedback from Course Coordinator Feedback from Program Leader Feedback from Quality Committees
Quality of learning resources	<ul style="list-style-type: none"> Students 	<ul style="list-style-type: none"> Course exit survey

Evaluation Areas/Issues	Evaluators	Evaluation Methods
	<ul style="list-style-type: none"> • Faculty members • Coordinator 	<ul style="list-style-type: none"> • Course exit survey • Curriculum Committees • Feedback from Course Coordinator • Feedback from Program Leader

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	
Reference No.	
Date	