Course Specification

(Bachelor)

Course Title: **Computer Skills**

Course Code: **CCS26101**

Program: **Computer Science**

Department **Department of Computer Science**

College: **College of Computing And Information Technology**

Institution: **University of Bisha**

Version: **2023**

Last Revision Date: **8 August 2023**

Table of Contents

A. General information about the course:

1. Course Identification

1. Credit hours: (2 Credit Hours)

2. Course type

A.	☒ University	☐College	☐Department	☐Track	☐Others
B.	☒ Required		☐Elective		

3. Level/year at which this course is offered: (1st / 2nd Level**)**

4. Course general Description:

The course includes an introduction to the computer and its hardware and software components, operating systems, file management systems, computer viruses and methods of protecting data , networks, the Internet, search methods in information sources, electronic communication, e-learning, e-commerce, word processing and editing software, presentations, and a spreadsheet program, and others.

5. Pre-requirements for this course (if any): N/A

6. Pre-requirements for this course (if any): N/A

7. Course Main Objective(s):

This course aims to provide the necessary information and skills to master dealing with the computer and it's most important applications for first-year students and in a way that serves the university students who studying in various disciplines. Where the book material is concerned with providing the student with theoretical knowledge and developing practical skills through a set of theoretical lessons and practical exercises for many of the necessary software and applications related to computer use

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning	N/A	N/A
3	Hybrid • Traditional classroom • E-learning	N/A	N/A
4	Distance learning	N/A	N/A

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		

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Define and deal with the computer hardware and software architecture and operating systems.	K1	Lectures - discussions	Short and long assignments and tests
1.2	Explain different types of networks, the Internet, and e-learning, and how to protect data.	K2	Lectures - discussions	Short and long assignments and tests

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.3	Describe the concepts of electronic commerce and how it works.	K3	Lectures - discussions	Short and long assignments and tests
2.0	**Skills**			
2.1	Compare between different types of computers, networks, and viruses.	S1	Lectures - Discussions	- Participations - Assignments - Periodic Tests - Final Exam
2.2	The ability to use various electronic communication and search engines.	S2	Practical Lectures and Exercises	- Participations - Assignments - Periodic Tests - Final Exam
2.3	The ability to use word processing software and prepare presentations and spreadsheets.	S3		
2.4	The ability to use e-learning management software efficiently.	S4		
2.5	The ability to distinguish between numerical systems to represent and encode data in the computer and convert between them	S5	Lectures - Discussions	- Participations - Assignments - Periodic Tests - Final Exam
2.6	Solve problems related to computer viruses and protect data.	S6		
3.0	**Values, autonomy, and responsibility**			
3.1	Ability to work in a team.	**C1**	Group Assignments	- Graded assignments
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Computers, Windows Operating System	6
2.	Computer Components, and Word Processor	6
3.	Computer Software, PowerPoint Presentation Program	6
4.	Computer Networks and the Internet, Spreadsheet Program (Excel)	9
5.	E-learning, Internet, and Search Engines	6
6.	Computer Viruses, Blackboard System	6
7	E-Commerce, Electronic Communication	6
	Total	45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignments and participation	2, 4, 6, 8	10%
2.	First theoretical exam	7	10%
3.	First practical exam	8	10%
4.	Second theoretical exam	12	10%
5.	Second practical exam	13	10%
6.	The final exam	16	50%
...			

*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	Al-Qarni, Fahd, et al. (2020). Computer Skills. Riyadh: Al-Mutanabi Library.
Supportive References	N/A
Electronic Materials	N/A
Other Learning Materials	N/A

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Sufficient classrooms and seats + sufficient laboratories and equipment
Technology equipment (projector, smart board, software)	Projectors, Internet
Other equipment (depending on the nature of the specialty)	Computer Network - Printer - CDs

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Theoretical Reviewer / Program Leaders	Indirect
Effectiveness of Students assessment		
Quality of learning resources	Students	Indirect
The extent to which CLOs have been achieved		
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	Department Council
REFERENCE NO.	8th Meeting
DATE	