اعتماد
NCAAA

T4

2020

Course Specifications

Course Title:	Computer Skills
Course Code:	501112-2
Program:	Bachelor in Computer Engineering
Department:	Department of Computer Science
College:	College of Computers and Information Technology
Institution:	Taif University

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Table of Contents

A. Course Identification

1. **Credit hours:2**

2. Course type

a. University ☐ College √ Department ☐ Others ☐

b. Required √ Elective ☐

3. **Level/year at which this course is offered:** 1/1
4. **Pre-requisites for this course** (if any)**: NON**
5. **Co-requisites for this course** (if any)**: NON**

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	4	100%
2	**Blended**	0	0
3	**E-learning**	0	0
4	**Distance learning**	0	0
5	**Other**	0	0

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	0
2	**Laboratory/Studio**	60
3	**Tutorial**	0
4	**Others** (specify)	0
	Total	60

B. Course Objectives and Learning Outcomes

1. Course Description

The course presents fundamental skills in Basic Computer Operations, Computer Core, Word Processing/Desktop Publishing, Spreadsheet/Graphing, Database, presentations, Telecommunications, E-Mail, Web Browsing, Online Research, Social Legal and Ethical issues

2. Course Main Objective

To view, consider, work, and use Basic Computer Operations, Computer Core, Word Processing/Desktop Publishing, Spreadsheet/Graphing, Database, presentations, Telecommunications, E-Mail, Web Browsing, Online Research, Social Legal and Ethical.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	**Knowledge and Understanding**	

	CLOs	Aligned PLOs
2	**Skills :**	
2.1	To Evaluate Information on the Internet related to Social, Legal, and Ethical Issues through Online Research.	S1
2.2	To demonstrate the Basic Computer Operations skills	S1
2.3	To apply basic information in School, Work and Home skills related to word processing, presentations, databases and Spreadsheet/Graphing	S2
3	**Values:**	

C. Course Content

No	List of Topics	Contact Hours
1	Basic Computer Operations, printing and Computer care	12
2	Word Processing/Desktop Publishing	12
3	Spreadsheet/Graphing	6
4	Presentations	12
5	Database	6
6	Connecting With Others using Telecommunications, E-mail and Web browsing	6
7	Evaluating Information on the Internet	6
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**		
2.0	**Skills**		
2.1	To Evaluate Information on the Internet related to Social, Legal, and Ethical Issues through Online Research.	Lecture Projects	Project Practical Test
2.2	To demonstrate the Basic Computer Operations skills	Projects	Oral Presentation Project Practical Test
2.3	To apply basic information in School, Work and Home skills related to word processing, presentations, databases and Spreadsheet/Graphing	Projects	Oral Presentation Project Practical Test
3.0	**Values**		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quizzes and Assignments	Continues	30%
2	Midterm Exam	8	20%
3	Final Exam	16	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 :

Academic advising and counseling of students is an important component of teaching; student academic advising is a mandatory requirement of College of Computers and Information Technology (CCIT). Appropriate student advising provides support needed for the student during times of difficulty. In addition, it helps the student to build a close relationship with his/her advisor and to provide student motivation and involvement with the institution.

In addition, since faculty are usually the first to recognize that a student is having difficulty, faculty members play a key role in developing solutions for the students or referring them to appropriate services. Faculty members also participate in the formal student-mentoring program.

Additional counseling is provided by course directors, who provide students with academic reinforcement and assistance and refer "at risk" students to the Vice Dean for Academic Affairs and the Vice Dean for female section.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Microsoft Office 2016, Teach Yourself: Visually, Elaine Marmel
Essential References Materials	Non
Electronic Materials	www.microsoft.com
Other Learning Materials	NON

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	• A Lecture room appropriate for maximum 25 students with a personal computer, a data show and a smart board. • A Lab room appropriate for maximum 15 students with a personal computer, a data show and a smart board.
Technology Resources (AV, data show, Smart Board, software, etc.)	• Lab materials and required software
Other Resources	

Item	Resources
(Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	Students	Students surveys and Students course evaluation
Improvement of Teaching	Course Coordinator	deficiencies based on the student Evaluation, faculty input, course file, and program assessment
Verifying Standards of Student Achievement	Curriculum Committee	• Review CAF (Course assessment file) • Alumni surveys. Periodic exchange and remarking of tests or a sample of assignments with staff at another

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	

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