Course Specification

T-104
2022

Course Specification

Course Title: Computer Applications
Course Code*:*   *CS 0116*
Program: *All diplomas*
Department: *Applied Sciences*
College: *Applied College*
Institution: *Imam Mohammad Bin Saud Islamic University*
Version:
Last Revision Date: **October 8, 2024**

Table of Contents:

A. General information about the course:

Course Identification	
1. Credit hours:	3 (2 Theory, 2 lab)
2. Course type:	

a.	University ☐	College ☐	Department ☒	Track ☐	Others ☐
b.	Required ☒	Elective ☐			

3. Level/year at which this course is offered:	1st Level

4. Course general Description: The course is an introduction to computer applications and dealing with the operating system used in personal computers, in addition to the use of office applications (word processing, electronic tables, MS Access and presentations). That helps the computer users to complete their work.

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

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

7. Course Main Objective(s): The course introduces students to the foundations of information technology, It also trains students on how to use of a personal computer, how to operate it, and on using the most popular office applications.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom		
2.	E-learning		
3.	Hybrid ● Traditional classroom ● E-learning	4 hours/week	100%
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	22
2.	Laboratory/Studio	22
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	44

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	Identify with the basic concepts of information technology.	K1, K5		
1.2	To mention the importance of office softwares in doing work, correspondence, data saving and management.	K1, K5	Class lectures. Class discussion. Questions/Answers session in class. Home work. Learning by discovery. Self-education. Brainstorming. Online search. KWL learning table. Mind maps. Concept maps.	Quizzes. Homework and Assignments. Written and online exams. Writing reports. Presentations. Discussion and debate. Achievement file. Performance
1.3	Create professional presentations using a presentation software (MS PowerPoint).	K1, K2, K8		
1.4	To know about the most prominent office softwares, their interfaces, and their components.	K1, K5		
1.5	To state the concept of databases, their types, and their most popular applications.	K1, K5		
2.0	Skills			
2.1	To use the word processing program skillfully in correspondence.	S1, S5	Class lectures. Class discussion. Questions/Answers session in class. Home work. Learning by discovery. Self-education. Brainstorming. Online search. Mind maps. Concept maps.	Quizzes. Homework and Assignments. Written and online exams. Writing reports. Presentations. Discussion and debate. Achievement file. Performance tests.
2.2	To design templates and use them in word processing program.	S1, S5		
2.3	To use charts programs to organize, display, search for data.	S1, S5		
2.4	To use database programs to create, modify, design, and accurately build. connections between databases.	S1, S5		
3.0	Values, autonomy, and responsibility			

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.1	Collaboration, teamwork, and professional ethics.	V1	Class lectures. Class discussion. Questions/Answers session in class. Home work. Learning by discovery. Self-education. Brainstorming. Online search. Mind maps. Concept maps.	Quizzes. Homework and Assignments. Written and online exams. Writing reports. Presentations. Discussion and debate. Achievement file. Performance.
3.2	Take the responsibility for continuous learning, and self-development.	V2		
3.3	Effective and efficient time management when applying acquired knowledge and skills.	V3		

C. Course Content

No	List of Topics	Contact Hours
1.	**Information technology basics:** o Introduction to computer definition, its history and types of computers. o Hardware and software components of the computer. o Computer networks, benefits and division in terms of scope. o Physical components of computer networks, benefits and features. An overview of known computer networks, types and uses.	4
2.	**Operating System (Microsoft Windows) And File Management**	4
3.	**Word processor software (MS Word):** o Create and save a new document. o Designing and modifying templates. o Format texts and paragraphs (font, size, color, bold, italic). o Insert paragraph and page borders. o Insert header and footer. o Page numbering. o Search and replace. o Inserting, formatting and modifying tables. o Preview the document before printing and printing it. o Page layout. o Create and manage documents. o Search for text, insert hyperlinks, create bookmarks, move to a specific location or object in a document. o Prepare documents for collaboration (restrict editing, protect documents by using passwords) o Create and manage references.	10

	o Perform mail merges(manage recipient lists - insert merged fields - preview merge results -create merged documents, labels, and envelopes)	
4.	**Presentation software (MS PowerPoint):** o Create and save a new document. o Layout slides. o Coordinating slides, backgrounds and patterns. o Add text to slides. o Inserting, modifying, and deleting movement of slides and objects. o Insert slide header and footer, and slide numbering. o Insert and format images, AutoShapes, and charts. o Inclusion of movies and audio. o Insert hyperlinks and action buttons for slides. o Print slides. Slide show.	8
5.	**Spreadsheet software (MS Excel):** o Create and save a new document. o Layout and presentation of the worksheet. o Worksheet formatting and renaming. o Sorting and filtering. o Inserting data into the table o Functions (Sum, Average, Max, Min, if) o Create and modify PivotTables and PivotCharts o Insert the header and footer to the worksheet. o Print the worksheet.	10
3	**Access software (MS Access)** o Create and manage a database o Build tables o Create queries o Create forms o Create reports	8
	Total	44

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes	All Semester	15%
2.	1st Practical Evaluation	Week 5	20%
3.	2nd Practical Evaluation	Week 8	20%
4.	Project	Week 9	20%
5.	Participation	All Semester	5%
6.	Final Lab Exam	Week 10	20%
	Total Marks		100%

*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	o Microsoft Office Step by Step (Office 2021 and Microsoft 365)1st edition, ISBN: 0137544766, Authors: Joan Lambert, Curtis Frye. o Microsoft Office 2019 Step by Step, 1st edition Published by Microsoft Press (December 7th 2018) - Copyright © 2019. Computer Skills, King Abdulaziz University 9th edition Published by Khawarizm Academic - Copyright © 2021.
Supportive References	N/A
Electronic Materials	Online resources will be provided during class lectures on LMS.
Other Learning Materials	N/A

2. Required Facilities and equipment

Items	Resources
Facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom – A computer lab equipped and connected to a shared printer and the internet.
Technology equipment (projector, smart board, software)	Smart board, data projector, Microsoft Visio or Edraw Max and Internet browser.
Other equipment (depending on the nature of the specialty)	N\A

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer references – students.	1.Questionnaires and referendums approved by the department. 2.Peer evaluation of faculty members. 3.Review the results of the students' evaluation.
Effectiveness of students assessment	Peer references - program leaders - faculty members – students.	1.Questionnaires and referendums approved by the department. 2.Review course descriptions and course reports periodically. 3.Peer evaluation and periodic exchange of correction and scrutiny among fellow faculty members.

Assessment Areas/Issues	Assessor	Assessment Methods
		4.Review samples of students' work.
Quality of learning resources	Program leaders - faculty members - students	1.Questionnaires and referendums approved by the department. 2.Write-offs and monitoring.
The extent to which CLOs have been achieved	Program leaders - faculty members.	1.Review the course report. 2. Analysis of exams forms, grades, students' work and records of achievement.
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	Department of Applied Sciences – Applied College
REFERENCE NO.	
DATE	