



Course Specification

— (Bachelor)

Course Title: **Computer Principles**

Course Code: **APFT1504**

Program: **Financial Technology**

Department: **Diplomas**

College: **Applied College**

Institution: **Umm Al-Qura University**

Version: **1**

Last Revision Date: **2025**



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A. General information about the course:

1. Course Identification

1. Credit hours: (3)

2. Course type

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

3. Level/year at which this course is offered: (1st level –1st year)

4. Course General Description:

Computer system: hardware, software, and people -- Input devices - Output devices
- Secondary storages - Classification of computers - Data communications -
Computer Software/Hardware - Categories of software - people and computes
(programmer, system analyst and end-user)

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

6. Co-requisites for this course (if any):

7. Course Main Objective(s):

This course aims to familiarize the student with computer systems (hardware and software) and develop skilled computer users with technical background and knowledge. The course introduces students to basic concepts of computer systems and their applications and gives an overview of Microsoft Office applications.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	4	100%
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> Traditional classroom E-learning 		
4	Distance learning		



3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	2*15
2.	Laboratory/Studio	2*15
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		60

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

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Outline basic concepts of information, data, digital and safe communications	K1, K3	- Lectures -Group discussion	Written exam
1.2	Describe the concepts of hardware, software, computer architecture,input devices , output devices.	K1, K3		
1.3	Outline basic concepts of information, data and process.	K1, K3		
2.0	Skills			
2.1	Apply word processing to write well organized topic using MicrosoftWord.	S1	- Lectures - Labs	Written exam Practical Lab Exam..
2.2	Use Microsoft PowerPoint application to make professional presentations	S1		



Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
2.3	Construct moderate complexity electronic tables using Microsoft Excel application	S1		
2.4	Use Microsoft Access application to make database systems.	S1		
3.0	Values, autonomy, and responsibility			
3.1	Be an independent learner, able to acquire further knowledge with some guidance or support.	V3	Lecture	Assignments, Quizzes, Exams
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours	
		Lecture	Lab
1.	- Introduction to computer types and components - Computer usage and its applications in our community life.	2	0
2.	Digital Communications - Computer Networks and Internet - Cybersecurity and safe online activities	4	
3.	Microsoft Windows - Handle of Folders & files and storage units (its contents & icons). - local storage and cloud storage - Folders & files (Properties, installation, deletion, restore, rename) - Adjustment of Date, Time, and system language - key board, mouse and sound adjustments. - Add/Delete programs Printer installation & Management. - Task manager - User Accounts - Keyboard shortcuts		4
4.	Microsoft Word - Open new documents, save and Export - Text determination, Searching, Replacement, editing. - Text typing - text enhancing and text spilling checker. - Insert menu (Table Design, table Layout)	4	4





	<ul style="list-style-type: none"> - Layout menu - Design menu, watermark, page color and page border 		
5.	Microsoft PowerPoint <ul style="list-style-type: none"> -Creating Power Point Presentations, save and Export -Adding components to Slides. -Formatting components. -Modifying Slides. -Working with Themes. -Special Effects for Slides 	4	4
6.	Microsoft Excel <ul style="list-style-type: none"> - formatting as a table and assorting columns - Using Numbers, text and date and currency. - Formulas and Functions (Max, Min, Average, Sum and If) - Using Formatting Tools and specifical formatting tools - Working with Charts. -Page setup and printing 	4	4
7.	Introduction to Database and Data Modelling (Entity Relationship Diagram)	4	4
8.	Microsoft Access <ul style="list-style-type: none"> - Creating tables with different record types. - Modifying fields and their properties of an existing table. - Defining relations between tables. - Adding records to a new table. - Working with the records - Sorting and filtering records in a table. - Creating simple and effective queries. - Creating meaningful reports from tables. - Creating and using forms 	6	6
9.	Introduction to Data science (DS) and Artificial Intelligence (AI)	2	2
Total			

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes	1-15	5 %
2.	Midterm Exam	8	20 %
3.	Practical skills	1-15	20 %
4	Final Exam	Final Week	55 % (40% Theoretical Exam , 15% Practical Exam)

*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	<p>1-IC3 Digital Literacy Global Standard 6 Certification Guide using Windows 10 & Microsoft 365 3rd Edition by CCI Learning, 2025</p> <p>2-Jeffrey A. Hoffer, V. Ramesh, HeikkiTopi, Modern Database Management 10th Edition</p> <p>3- Introduction to Computers and the Internet,” Prof. Abdullah Abdulaziz Almosa, Seventh Edition</p> <p>4- D. R. Day, <i>Financial Modeling in Excel For Dummies</i>, 2nd ed. Hoboken, NJ: Wiley, 2022.</p>
Supportive References	
Electronic Materials	
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	<ul style="list-style-type: none"> Classroom well equipped with at least 40 adequate seats. Laboratory well equipped with at least 20 adequate seats. Internet connection
Technology equipment (projector, smart board, software)	projector
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	Questionnaire of course quality (Indirect)
Effectiveness of Students assessment	Peer reviewers	Random grading report (Direct)
Quality of learning resources	Students	Questionnaire of sufficiency of learning resources (Indirect)



Assessment Areas/Issues	Assessor	Assessment Methods
The extent to which CLOs have been achieved	Instructor, Program leaders and Course coordinator	Check the results of quizzes, mid-term and final exams. (Direct)
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	Umm Al-Qura University Council
REFERENCE NO.	851281214463/194460
DATE	1447/01/20

