



# Course Specification

## (Bachelor)

Course Title: **Computer Skills**

Course Code: **APOP3102**

Program: **Optician Diploma**

Department: *Enter Department Name .*

College: **Applied Collage**

Institution: **Umm-Al-Qura University**

Version: **1**

Last Revision Date: **8 December 2024**



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## A. General information about the course:

### 1. Course Identification

#### 1. Credit hours: ( 3H )

3 credit hrs = 2 theoretical + 1 practical

#### 2. Course type

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

#### 3. Level/year at which this course is offered: ( 1<sup>st</sup> level / 2<sup>nd</sup> year )

#### 4. Course General Description:

This course equips students with foundational computer skills essential for academic and professional success. It includes practical applications in word processing, spreadsheets, presentations, database management, and ethical considerations of technology use.

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

NA

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

NA

#### 7. Course Main Objective(s):

The Computer Skills course aims to equip students with the foundational knowledge, practical skills, and ethical values necessary to effectively utilize computer technologies in academic, professional, and personal contexts.

### 2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	2	50
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> <li>Traditional classroom</li> <li>E-learning</li> </ul>		
4	Distance learning		
5	Lab	2	50

### 3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	28
3.	Field	





4.	<b>Tutorial</b>	
5.	<b>Others (specify)</b>	
<b>Total</b>		<b>58</b>

## 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	Describe the concepts of hardware, software of the computer components.	K1	Interactive Lecturing	Written exams Short quizzes
1.3	Label the names and functions of the MS Word , Excel and Power point interface components.	K1		
1.2	Identify key applications of computers in academic and workplace settings.	K4		
2.0	Skills			
2.1	Create and format documents, spreadsheets and power point presentations efficiently.	S4	Lectures and labs	Written exams Short quizzes Lab exams
3.0	Values, autonomy, and responsibility			
3.1	Developing himself professionally through continuous self-learning by explore new features of moderate Software applications.	V2	<ul style="list-style-type: none"><li>• Research activities</li><li>• Class Activities</li><li>• Small group discussions</li></ul>	Reports Presentatios
3.2	Work cooperatively in a small group environment and accept feedback for development.	V1		Group assignments

## C. Course Content

No	List of Topics	Contact Hours
1.	<b>Introduction to Computers and information technology</b> <ul style="list-style-type: none"> <li>▪ Data , information and information system.</li> <li>▪ Internet services via Microsoft EDGE.</li> <li>▪ Types of Computers</li> <li>▪ Hardware and software of the computer components.</li> </ul>	<b>6</b>
2.	Operating Systems ( windows ) and File Management Basics	<b>4</b>





3.	<b>Microsoft Word</b> <ul style="list-style-type: none"> <li>Navigate MS Word interface.</li> <li>Create new documents, open existing documents, and use templates</li> <li>Edit and format text, paragraphs, layouts, and whole documents</li> <li>Insert headers, footers, Tables, images, graphics, smart Arts and video</li> <li>Create a table of contents and table editing in MS Word.</li> <li>Proof, print, collaborate, and track changes in Word documents</li> </ul>	12
4.	<b>Microsoft Excel</b> <ul style="list-style-type: none"> <li>Microsoft Excel Screen Description and menu general functions.</li> <li>Moving around in Excel.</li> <li>Using Numbers, text and date and currency.</li> <li>Formulas and Functions</li> <li>Using Formatting Tools</li> <li>Working with Charts.</li> <li>Page setup and printing</li> </ul>	12
5.	<b>Microsoft PowerPoint</b> <ul style="list-style-type: none"> <li>Introduction and basic concepts of presentations</li> <li>Navigate MS Power Point interface</li> <li>Create new presentations and use templates</li> <li>Add text, pictures, sounds, movies, smartArts and charts to presentations</li> <li>Format the objects in presentations</li> <li>Design slides using themes, colors, and special effects</li> <li>Animate and add special effects to objects on slides</li> <li>Add slides transitions</li> </ul>	12
6.	Data Security and Privacy Principles	4
7.	Ethical and Responsible Use of Technology	4
8.	Review and Assessment	4
<b>Total</b>		<b>58</b>

## D. Students Assessment Activities

\*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

## E. Learning Resources and Facilities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes & Assignment	Throughout the term	10%
2.	Midterm Exam	8	20%



No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
3.	lab task	Throughout the term	20%
4.	Final Lab Exam	<b>15</b>	10%
4.	Final Exam	<b>16</b>	40%

## 1. References and Learning Resources

<b>Essential References</b>	<b>Go! With Microsoft Office 365 (Latest Edition) by Shelley Gaskin, Alicia Vargas, and Debra Geoghan</b>
<b>Supportive References</b>	Course notes on the E-learning web-site
<b>Electronic Materials</b>	Office 365 Training Center <a href="https://support.office.com/en-us/office-training-center">https://support.office.com/en-us/office-training-center</a>
<b>Other Learning Materials</b>	

## 2. Required Facilities and equipment

Items	Resources
<b>facilities</b> (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	<b>Classrooms and laboratorie</b>
<b>Technology equipment</b> (Projector, smart board, software)	<b>Projector</b>
<b>Other equipment</b> (Depending on the nature of the specialty)	

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
<b>Effectiveness of teaching</b>	Students and Faculty	Curse report, annual report, survey and results
<b>Effectiveness of students assessment</b>	Faculty and Program Leaders	Curse report, annual report, survey and results
<b>Quality of learning resources</b>	Students, Faculty and Program Leaders	Curse report, annual report, survey and results



Assessment Areas/Issues	Assessor	Assessment Methods
The extent to which CLOs have been achieved	Faculty and Program Leaders	Course report, annual report, survey and results
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.	851141114462/190386
DATE	1446/11/22

