



Course Specification

(Bachelor)

Course Title: **Computer Skills**

Course Code: **APCS1201**

Program: **Programming and Computer Science**

Department: *Enter Department Name .*

College: **Applied College**

Institution: **Umm Al-Qura University**

Version: **1**

Last Revision Date: **Jan -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 the 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 		



No	Mode of Instruction	Contact Hours	Percentage
	• 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, network, virus	K1	- Lectures - Group discussion	Written exam
1.2	Describe the concepts of hardware, software, computer architecture,input devices , output devices.	K4		
1.3	Outline basic concepts of information, data and process.	K1		
2.0	Skills			
2.1	Apply word processing to write	S1		Written exam



Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
	well organized topic using Microsoft Word.			Practical Lab Exam..
2.2	Use Microsoft PowerPoint application to make professional presentations	S1		
2.3	Construct moderate complexity electronic tables using Microsoft Excel application	S1		
2.4	Use Microsoft Access application to make simple database system.	S1, S5		
3.0	Values, autonomy, and responsibility			
3.1				
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours	
		Lecture	Lab
1.	Course Orientation	2	0
2.	The Binary Language Definition and types of a computer The computer components: Hardware and software Computer usage and its applications in our community life. Viruses, types of viruses, viruses harmful and viruses protection	6	
3.	Microsoft Windows - Handle of Folders & files and storage units (its contents & icons). - Folders & files (Properties, installation, Deletions, restore, rename and properties) - Adjustment of Date, Time, and system language - key board, mouse and sound adjustments. - Add/Delete programs Printer installation & Management.	0	4



	<ul style="list-style-type: none"> - Task manager - User Accounts - Keyboard shortcuts 		
4.	Microsoft Word <ul style="list-style-type: none"> - 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) - Layout menu - Design menu, watermark, page color and page border 	4	4
5.	Microsoft PowerPoint. <p>Creating Power Point Presentations, save and Export</p> <p>Adding components to Slides.</p> <p>Formatting components.</p> <p>Modifying Slides.</p> <p>Working with Themes.</p> <p>Special Effects for Slides</p>	4	4
6.	Microsoft Excel <ul style="list-style-type: none"> - Introduction - formatting as a table and assorting coloumns - 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.	Microsoft Access <ul style="list-style-type: none"> - introduction and basic concepts of database. - 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. 	6	6





	- Creating and using forms		
8.	Computer Networks and Internet	2	
9.	Security of information technology	2	
10.	Outlook and One Drive	0	4
Total			

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Quizzes	Throughout the emester	5 %
2.	Midterm Exam	7	20 %
3.	Practical skills	Throughout the semester	20 %
4	Final Exam	16 - 17	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	IC3 Digital Literacy Global Standard 6 Certification Guide using Windows 10 & Microsoft 365 3rd Edition by CCI Learning, 2025
Supportive References	Introduction to Computers and the Internet," Prof. Abdullah Abdulaziz Almosa, Seventh Edition
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





Items	Resources
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)
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.	851141114462/190365
DATE	1446/11/22

