هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title: Computer Skills (مهارات الحاسب)	
Course Code: CSC 105	
Program: (Cross-Listed Course)	
- Civil Engineering Program	- Architecture Program
- Electrical Engineering Program	- Interior Design Program
- Renewable Energy Program	- Cybersecurity Program
Department: (Cross-Listed Course)	
- Civil Engineering Department	- Architecture Department
- Electrical Engineering Department	- Cybersecurity Department
College: College of Engineering and Information Technology	
Institution: Onaizah Private Colleges	
Version: Second Version	
Last Revision Date: 2023-04-09	

Table of Contents:

A. General information about the course:

Course Identification	
1. Credit hours:	4 Credit Hours
2. Course type a. University ☐ College ☒ Department ☐ Track ☐ Others ☐ b. Required ☒ Elective ☐	
3. Level/year at which this course is offered:	First Level / First Year
4. Course general Description Transfer knowledge of how to use a computer, navigate the internet, and perform basic tasks such as sending emails, using word processing software, and creating simple spreadsheets. They may also have some familiarity with social media platforms and basic online security practices. However, they may require additional guidance and support to improve their skills and become more proficient in using various computer applications.	
5. Pre-requirements for this course (if any): None	
6. Co- requirements for this course (if any): None	
7. Course Main Objective(s) Recognize the different P.C hardware components. Distinguish between the various kinds of software and how to correctly use them. Understand what an Operating System is and what it does. Learn how to manage and find computer resources. Have a working knowledge of Microsoft office's most common functions: Microsoft Word, Excel, and Power Point. Learn how to "Surf the Internet".	

1. Teaching mode

No.	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	90	100%
2	E-learning		
3	Hybrid • Traditional classroom • E-learning		
4	Distance learning		

2. Contact Hours (based on the academic semester)

No.	Activity	Contact Hours
1	Lectures	30
2	Laboratory/Studio	60
3	Field	
4	Tutorial	

5	Others (specify)	
Total		**90**

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**			
CSC 105.C LO.K.1	Identify computer hardware components for modern pc's	K.1(الأمن برنامج السيبرانى Cybersecurity)	Primary: Lecture Additional: Discussion (or similar active learning strategies \ F2F or Online)	Formative: Homework Summative: Quiz (Online or F2F)
2.0	**Skills**			
CSC 105.C LO.S.1	Illustrate discipline related topics using appropriate presentation package like PowerPoint	S.5(التصميم برنامج الداخلى Interior Design)	Primary: Lab Work/Experiment Additional: Presentations (Individual or Group)	Formative: Practical Assessment (Rubric) Summative: Presentation (Individual or Group) (Rubric)
CSC 105.C LO.S.2	Communicate discipline related ideas using mail services	S.6(التصميم برنامج الداخلي Interior Design)	Primary: Interactive Lecture \ Demonstration Additional: Lab Work/Experiment	Formative: Practical Assessment (Rubric) Summative: Written Exam (MCQ or Essay / F2F or Online)
CSC 105.C LO.S.3	Develop basic computational model using spreadsheets	S.1(الأمن برنامج السيبرانى Cybersecurity)	Primary: Presentations (Individual or Group)	Formative: Presentation (Individual or Group) (Rubric)

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			Additional: Discussion (or similar active learning strategies)	Summative: Practical Assessment (Rubric)
CSC 105.C LO.S.4	Develop discipline related reports using appropriate word-processing tools	S.3(الأمن برنامج السيبرانى Cybersecurity)	Primary: Lab Work/Experiment Additional: Discussion (or similar active learning strategies)	Formative: Quiz (Online or F2F) Summative: Short Reports (Individual or Group) (Rubric)
CSC 105.C LO.S.5	Develop basic computational model using spreadsheets	S.1(الهندسة برنامج المدنية Civil Engineering)	Primary: Lab Work/Experiment Additional: Tutorial	Formative: Quiz (Online or F2F) Summative: Practical Assessment (Rubric)
CSC 105.C LO.S.6	Develop discipline related topics using spreadsheets	S.2(العمارة برنامج Architecture)	Primary: Interactive Lecture \ Demonstration Additional: Lab Work/Experiment	Formative: Practical Assessment (Rubric) Summative: Written Exam (MCQ or Essay / F2F or Online)
CSC 105.C LO.S.7	Develop basic computational model using spreadsheets	S.2(الهندسة برنامج الكهربائية Electrical Engineering)	Primary: Presentations (Individual or Group) Additional: Discussion (or similar active	Formative: Presentation (Individual or Group) (Rubric) Summative: Practical

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			learning strategies)	Assessment (Rubric)
CSC 105.C LO.S.8	Illustrate discipline related topics using appropriate presentation package like PowerPoint	S.4(الهندسة برنامج الكهربائية Electrical Engineering)	Primary: Interactive Lecture \ Demonstration Additional: Tutorial	Formative: Presentation (Individual or Group) (Rubric) Summative: Presentation (Individual or Group) (Rubric)
CSC 105.C LO.S.9	Illustrate discipline related topics using appropriate presentation package like PowerPoint	S.4(هندسة برنامج المتجددة الطاقة Renewable Energy)	Primary: Lab Work/Experiment Additional: Presentations (Individual or Group)	Formative: Practical Assessment (Rubric) Summative: Presentation (Individual or Group) (Rubric)
3.0	**Values, Autonomy, and Responsibility**			
CSC 105.C LO.V.1	Act autonomously when participating in labs and projects	V.3(الهندسة برنامج الكهربائية Electrical Engineering)	Primary: Group Work (competitive or cooperative / Online or F2F) Additional: Extracurricular Activity	Formative: Observation (Instructor/ Students/ Committee) (Rubric) Summative: Observation (Instructor/ Students/ Committee) (Rubric)

C. Course Content

No.	List of Topics	Contact Hours
1	Computer software, Copyrights, Installing/Uninstalling SW, Operating systems and utilities	6
2	Office productivity SW, Graphics SW, Other apps, File management, Folder and File basics. Representing data, Processors, RAM, Other types of computer memory.	6
3	Starting windows, navigate desktop, Point, Click, Drag, start app, and working with a window, Buttons, Menus, Dialog boxes, exit windows, Files and folders, Create and Save file. Explore files and folders, changing views, Open, Edit, Save and Copy files.	6
4	Understand Office, Start App, Screen elements, Create & Save, Open, View and Print. Move, Rename, Search, Delete and Restore files.	6
5	Understand Office, Start App, Screen elements, Create & Save, Open, View and Print. Understanding Word, Explore Word, Start and Save a document. Select text, Format text, Cut & Paste, Copy & Paste Office clipboard, Find and replace, Check spelling and grammar, Format font.	6
6	Format painter, Line and paragraph spacing, align paragraph, Indents Bullets & numbering, Borders & shading, Margins, Page breaks, Page number Headers & footers, Insert table.	6
7	Incomplete topics & Revision Understand spreadsheet, Identify Excel 2016 window components, understand formulas, and Enter labels and values and use the AutoSum.	6
8	Edit cell entries, enter and edit a simple formula, switch worksheets views, and print options. Create a complex formula, insert and type a function, and copy and move entries Relative and absolute cell references Copy formula with relative and absolute references, and round a value with a function.	6
9	Format values, change font, Font size, Styles and alignment, and Adjust column width. Insert and delete rows and columns, Rename and move a workbook, Check spelling.	6

10	Format values, change font, Font size, Styles and alignment, and Adjust column width. Insert and delete rows and columns, Rename and move a workbook, Check spelling. Create, Move, and Resize a chart, and change the chart design, Change the chart format.	6
11	Understand relational database, explore database, Create a database.	6
12	Create a table, create primary keys, relate two tables, enter data, Edit data, Query wizard, Work with data in a query.	6
13	Apply a design theme, compare Presentation views, Print PP presentation, Enter text in outline view.	6
14	Format Text, Convert Text to SmartArt, insert and modify, Rearrange, Merge shapes.	6
15	Format Text, Convert Text to SmartArt, insert and modify, Rearrange, Merge shapes. Edit and duplicate shapes, Align and group object, add slide footer, insert and style a picture.	6
Total		**90**

D. Students Assessment Activities

No.	Assessment Activities*	Assessment Timing (in Week No.)	Percentage of Total Assessment Score
1	Practical Assessment (Rubric)	13th	5%
2	Short Reports (Individual or Group) (Rubric)	14th	5%
3	Homework	Every two weeks	5%
4	Presentation (Individual or Group) (Rubric)	12th	5%
5	Written Exam (MCQ or Essay / F2F or Online)	16th	70%
6	Observation (Instructor/ Students/ Committee) (Rubric)	Weekly	5%
7	Quiz (Online or F2F)	5th, 9th, 13th, 14th, 15th	5%
			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	- Author: Shelley Gaskin, Alicia Vargas, and Carolyn McLellan Title: GO! All in One: Computer Concepts and Applications. - Publisher: Pearson. Year: 2021.
Supportive References	- Author: Shelly Cashman, Steven Freund, Raymond Enger, Misty Vermaat, Susan Sebok. - Title: Discovering Computers 2018: Digital Technology, Data, and Devices. - Publisher: Cengage Learning. - Year: 2017.
Electronic Materials	- http://www.tutorialspoint.com/word_2010/index.htm - http://www.gcflearnfree.org/word2010 - http://office.microsoft.com/en-us/training-FX101782702.aspx
Other Learning Materials	None.

2. Required Facilities and Equipment

Items	Resources
Facilities (Classrooms, Laboratories, Exhibition Rooms, Simulation Rooms, etc.)	Hall#3 2nd Floor (Shabaka 3) With 30 Seats
Technology Equipment (Projector, Smart Board, Software)	Computers With Centralized Server Connectivity.
Other Equipment (Depending on the nature of the specialty)	Data Show and Audiovisual Equipment, Projector.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Peer Reviewer	Direct (peer classroom observation according to the approved Rubric)
Effectiveness of students' assessment	Faculty/Instructor	Direct (analysis of CLOs assessment results and grade distributions)
Quality of learning resources	Students	Indirect (course evaluation survey)
The extent to which CLOs have been achieved	Faculty/Instructor	Direct (CLOs assessment and analysis of results according to CLOs targets)
	Students	Indirect (Students through course evaluation survey)
Commitment to learning and teaching strategies and assessment methods included in the program and course specifications	Peer Reviewer	Direct (Peer- classroom observation according to the approved Rubric in OC-QMS)
	Department Chair through Students Focus Groups	Indirect (Chair – survey questions to a focus group of students according to OC QMS)
Action Plan Continuity (Closing the Loop)	QAC (Quality Assurance Committee)	Direct (periodic review of course reports and submitting comments to course instructor/coordinator)
Instructor's Support to Students	Students	Indirect (course evaluation survey)

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	Department of Cybersecurity Council
REFERENCE NO.	11
DATE	2023-05-23

Learning outcomes of this course, as well as CLOs/Teaching Strategies/Assessment Methods matrix have been evaluated and reviewed by multiple OC parties according to OC-QMS. You can access results of these final reviews by scanning the QR code on the right, which contains a link to the reviews on OC-E-QMS.	Click Here