Student Guide
CT 101

COMPUTER SKILLS Advanced Topics for University Students

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Advanced Topics for University Students

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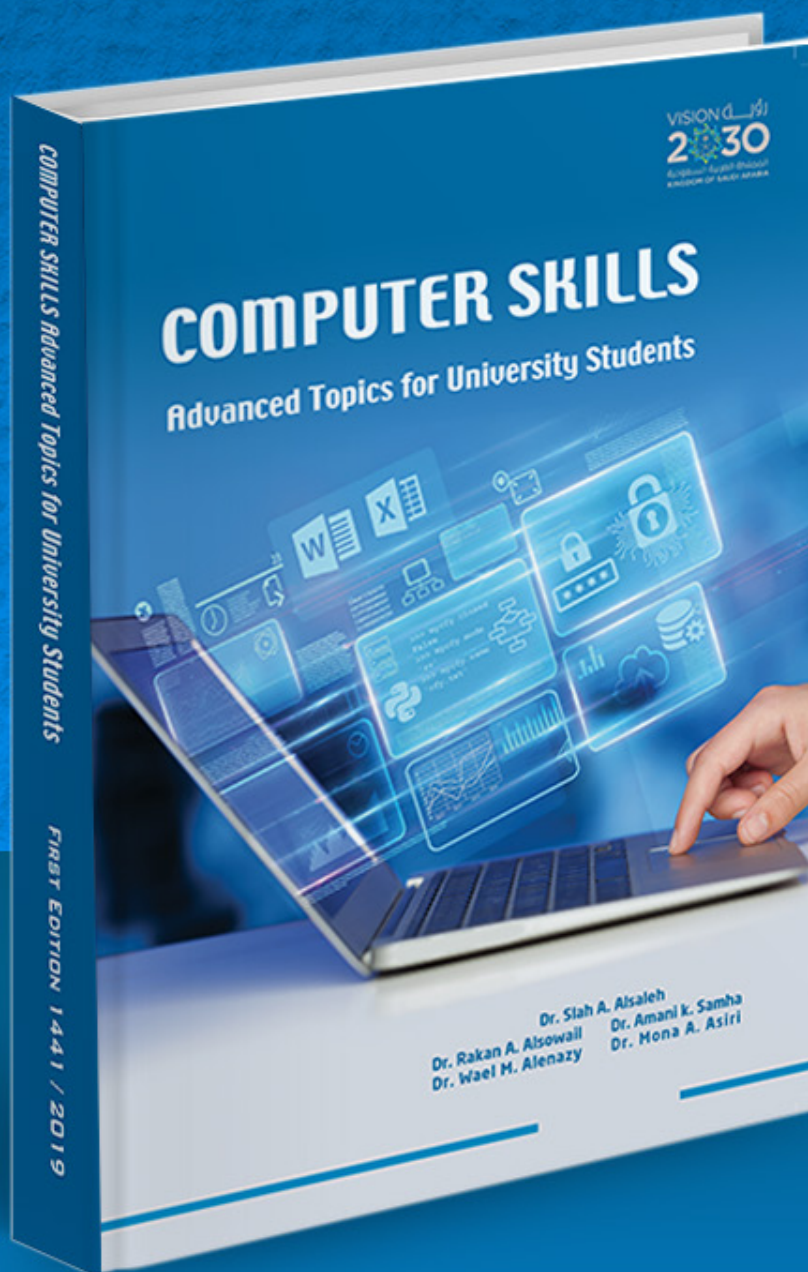Dr. Amani k. Samha
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بسم الله الرحمن الرحيم

Introduction

Self-Development Skills department is pleased to issue this brief to students about computer skills course (CT 101). The introduction session includes details about the course, assessment and self-learning projects. Hence it is advised that students refer to this introduction session in case they have any queries about this course.

1 The Course Hours of CT 101

The table below shows the number of study hours and credit hours of the course.

|	
Course Name	CT 101
Credit Hours	3 Hours
Total Classroom Hours	60 hours
Total Number of Weeks	15 weeks
Hours/Week	4 Hours in 2 Sessions; 2 Hours/Session

Students' attendance is regularly conducted during the CT 101 sessions. As per the pledge signed by students in the very beginning of academic year that the attendance is mandatory for all students. Students are advised to abide this regulation and not to be late for the session and also to avoid exceeding the number of absence hours which will debar students to appear for the final examination.

2 Learning Resources for Computer Skills Course

2.1 The CT 101 Book

The primary resource is CT 101 book which covers the basic concepts and gives a very lucid and highly illustrated introduction to information technology. It also covers practical topics like Word Processing, EndNote, Spreadsheets, Algorithms & Programming, Data Visualization, Backup & Restore and Information Security. Practical skills are demonstrated step by step in the form of pictures and screenshots with guidelines.
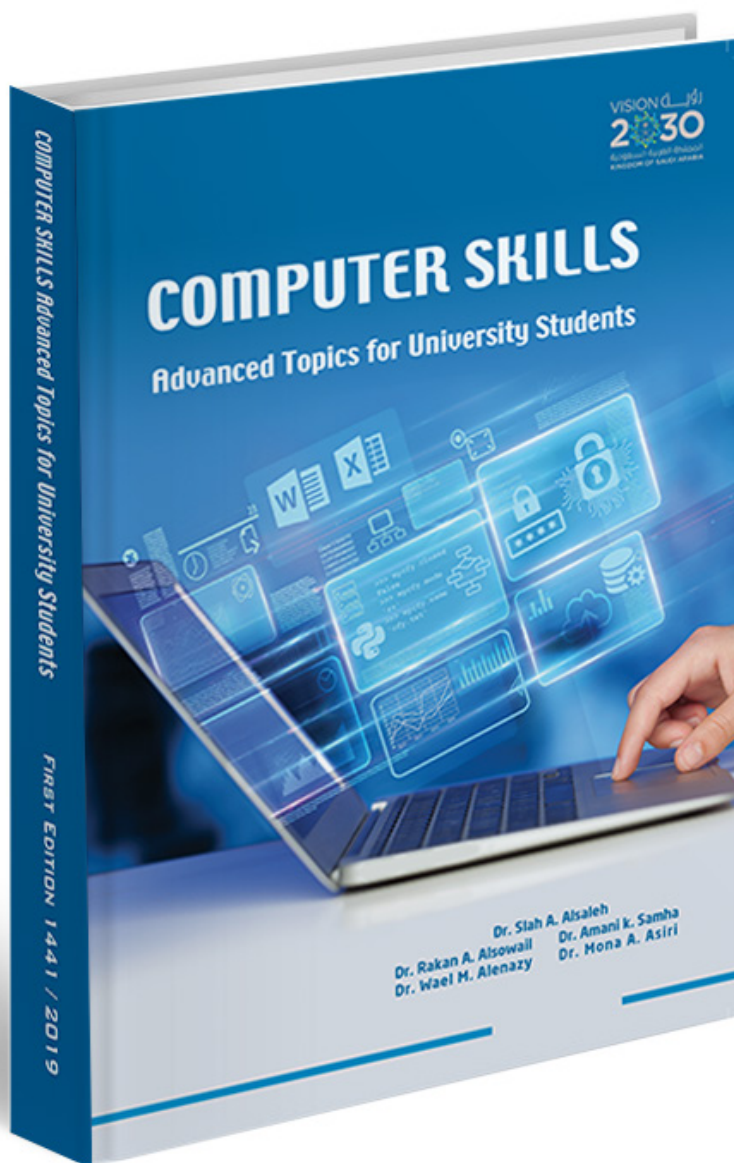
2.2 The LMS and The Interactive Learning Electronic Package

It is one of the interactive learning resources for the Computer Skills Course (CT 101) which provides computer skills learning in a fun style. It provides the theoretical content of the course organized into units. As well as it presents the practical content in the form of recorded videos to enhance the students' understanding for the required skills. It also provides questions, activities, and exercises. The student can visit the Interactive Learning Electronic Package and benefit from it at any time. It also provides discussion boards and forums in which the student can participate and ask questions or share their opinions. The Interactive Learning Electronic Package can be accessed through the following link:

http://lms.ksu.edu.sa/

or the link:

http://lms.ksu.edu.sa/webapps/login

Fig: The Login page for the LMS

The following screenshot shows the homepage for the Interactive Learning Electronic Package displaying the courses in which the student is registered.
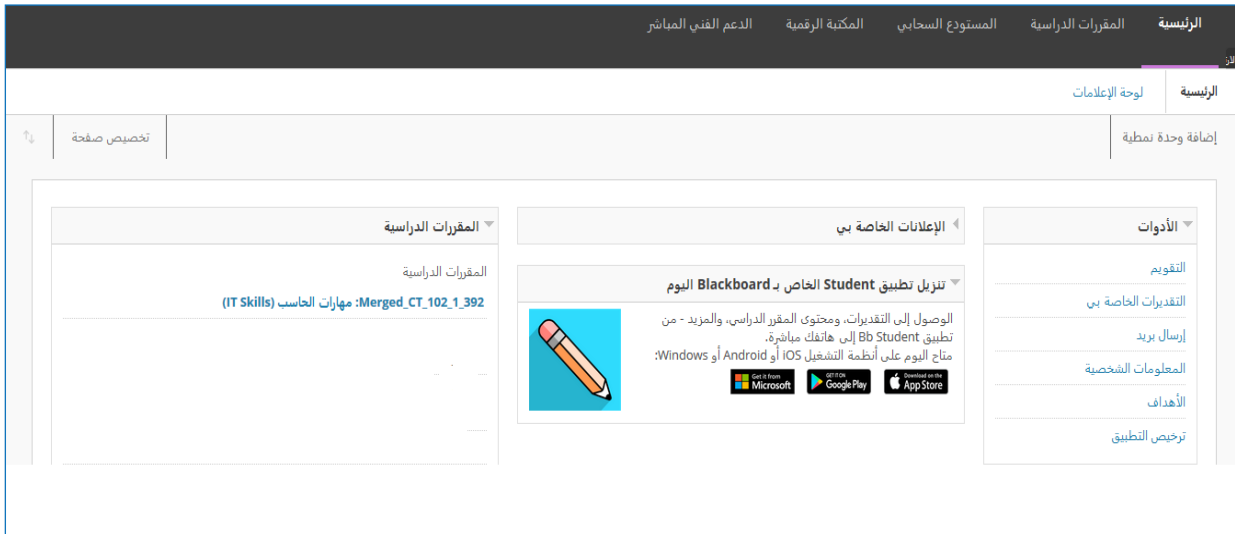

Fig: The Homepage for the LMS showing the Courses Registered

As seen on the following screenshot, the Interactive Learning Electronic Package for the Computer Skills Course (CT 101) allows the student to see basic information about the course, course description, course objectives, study plan, theoretical and practical content of the course, study sessions as well as downloading them into the student's computer. It also provides discussion boards and forums, as well as downloading/uploading assignments, solving practice exams, and checking results and grades.

Fig: The Homepage of Computer Skills Course for the Interactive Learning Electronic Package in the LMS

3 ASSESSMENT

The overall Assessment includes:

1 – Two Online Exams (Mid–Term = 30 Marks and Final Term = 50 Marks)
2 – Practical Continuous Assessment (PCA = 10 Marks)
3 – Self–Learning Project (10 Marks)

The Following table elaborates the complete Assessment parameters.

Exam Pattern	Details	Marks
Mid–Semester Exam (Online Exam)	**Chapter 1** – Introduction to Computing and Its Applications **Chapter 2** – Algorithms and Programming	30
Final Exam (Online Exam)	**Chapter 3** – Data Visualization **Chapter 4** – Data Communication and Networking **Chapter 5** – Information Security	50
Classroom Activity	Practical Continuous Assessment (See section 3.2)	10
Self–Learning Project	SL Project (See section 3.3)	10
Total		**100**
Pass Percentage is 60 % Overall		

3.1 Online Examinations

1 – The Mid Semester Exam (30 marks) will be based on Chapters 1 & 2.
2 – The Final Exam (50 marks) will be based on Chapters 3,4 & 5 .

3.2 Practical Continuous Assessment (PCA)

These assignments are based on the content of the course and are very simple to complete. Table below is the distribution of total number of PCA questions for each Chapter.

Topic	No. of Questions
Chapter 1 – Introduction to Computing and Its Applications	10
Chapter 2 – Algorithms and Programming	15
Chapter 3 – Data Visualization	10
Chapter 4 – Data Communication and Networking	10
Chapter 5 – Information Security	5
Total	**50**

3.3 Self-Learning Project

Computer skills curriculum encourages students through self-learning to develop themselves and acquire additional skills. The trainer plays the role of a guide, he also urges students to search for the skill, information and teaches them basic concepts in an interesting way. At the end of this activity students have to submit a project based on the selected topic along with the project report document in MS Word format.

Students can work in group or individually based on their choice, they will be asked to select one of the following SL projects: Web Designing, Database Management System, Image Editing or another advance topic of student's choice.

The student project will be evaluated based on three parts:

• **Project's Report (03 Marks)**
• **Project's Content (03 Marks)**
• **Oral Exam (04 Marks)**

Project Report Evaluation Parameters:
The Project Report (Word 2016) will be evaluated on the basis of below given rubric;

Project Report – In Word	
Description	**Marks**
Cover Page (1 Page)	2
Auto-Table of Contents (1 Page)	2
Abstract / Introduction (1 Page)	2
Procedure and Project Description (At least 3 pages)	2
Result and References (1 Page)	2

Important Note
Total marks in the above rubric for project report is shown 10, however it will be scaled down to 3 (i.e.; 30%)

Project Content Evaluation Parameters:
The Project Content will be evaluated based on the rubric given below for each topic;

Topic 1: Programming

Programming (By using C++, Visual Basic, Python, etc.)	
Description	**Marks**
Algorithm	3
Flowchart	3
Program Code	3
Final Required Output	1

Topic 2: Excel Dashboard

Excel Dashboard	
Description	**Marks**
Data Collection	1
Structure Tables	1
KPIs (Key Performance Indicators)	1
Building Calculations	1
Data Integration	2
Visual Management	2
Dashboard Storytelling	2

Topic 3: Website Development

Website Development	
Description	**Marks**
Website Layout with Appropriate Titles and Headings (at least 5 web pages)	2
Appropriate News Ticker and Slider	2
Graphics (Relevant Images and Infographics)	2
Navigation between all pages	2
Social Media and Cloud Storage Links (at least two)	2

Topic 4: Video Editing

Video Editing	
Description	Marks
Raw Recorded Videos/Still Images (15-30)	2
Basic Editing (Cutting, Transitions, Pacing)	3
Enhancements (Titles, Sound FX, Special FX)	3
Content (Final)	2

Other Topic of Choice

Based on the recommendation from trainer and approval from department; the rubric for other topic of students' choice will be informed to students.

Important Note:
Total marks in the above rubric for project content is shown as 10, however it will be scaled down to 3 (i.e.; 30%).

Oral Exam Evaluation Parameters:

The Oral Exam will be conducted based on the following rubric;

Oral Exam	
Description (Four questions for each student)	Marks
To explain their part in documenting the project report	1
To describe their role/part in preparing the project content	1
Technical Question 1 (based on topic)	1
Technical Question 2 (based on topic)	1

Time Plan for Project Preparation Phases

Phases of Project Preparation	Week	Number of Hours
Project Introduction	Week 5	Hours 2
Project Submission	Week 12	Hours 2

Regulations for accepting late projects

Late Submission	Consequences
Submission on Week 13	Deduction of 20% of the project marks, students get graded from 80%
Submission on Week 14	Deduction of 40% of the project marks, students get graded from 60%
After Week 14	Projects will not be accepted

4 Grades

Below table shows the grades with relevance to the range of marks scored at the end of the semester.

Total Marks (Out of 100)	Equivalent Grade
95 to 100	A+
90 to 94	A
85 to 89	B+
80 to 84	B
75 to 79	C+
70 to 74	C
65 to 69	D+
60 to 64	D
Less than 60	F

Course Calendar

Weeks	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th
Course Sessions	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

Course Sessions:

- Introduction Session
- Chapter 1 - Introduction to Computing and Its Applications
- ITIC Visit (Based on schedule (starting from week3
- Chapter 2 - Algorithms and Programming
- Self Learning Project Introduction
- Review & Practice" "(Mid Term Exam)
- Mid Term Exam
- Chapter 3 - Data Visualization
- Chapter 4 - Data Communication and Networking
- Self Learning Project Submission
- Chapter 5 - Information Security
- Review & Practice" "(Final Exam)
- Practical Continuous (Assessment (PCA
- Final Exam