

Arab Open University – Kingdom of Saudi Arabia

KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED FOR LEARNERS TO ENGAGE IN EDUCATION

January 2025

Introduction

One of the advantages of the Learning Management System (LMS) is that it is a flexible electronic platform accessible to all. Therefore, the LMS does not require exceptional skills or advanced knowledge to use and navigate. This was taken into consideration by the University to accommodate all age groups and knowledge levels of students when designing the LMS.

Basic Knowledge and Skills Required

All students who possess basic computer and smart device literacy can access the LMS. The required skills include:

- Understanding computer and internet terminology (e.g., browser, applications) and knowledge of basic computer components that enable usage of hardware. These skills may be as simple as knowing how to turn on a computer or as complex as connecting components to function properly.
- Ability to perform file and folder management tasks such as renaming, copying, deleting, and navigating between folders.
- Possession of essential skills for using office applications, such as copy/paste, spell check, saving files in different formats, sending, opening, and downloading attachments.
- Ability to perform basic operations such as software installation, ensuring security, and protecting against viruses.
- Knowledge of using office applications such as Microsoft Word and PowerPoint.
- Ability to save files in different formats and knowledge of how to open, download, and send them.
- Knowledge of using email (creating, sending, receiving messages, uploading/downloading attachments, and replying).