

## نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	<b>Computer I</b>		Module Delivery
Module Type	S		<input checked="" type="checkbox"/> Theory 1. <input checked="" type="checkbox"/> Lecture 2. <input type="checkbox"/> Lab 3. <input type="checkbox"/> Tutorial 4. <input type="checkbox"/> Practical 5. <input type="checkbox"/> Seminar
Module Code			
ECTS Credits			
SWL (hr/sem)			
Module Level	1	Semester of Delivery	
Administering Department	EE	College	COE
Module Leader	Name	e-mail	rana.a@coeng.uobaghdad.edu.iq
Module Leader's Acad. Title	Professor	Module Leader's Qualification	Ph.D.
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	01/06/2023	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

## Module Aims, Learning Outcomes and Indicative Contents

### أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p><b>Module Aims</b> أهداف المادة الدراسية</p>	<p>1-Learning how to the computer, important parts, hardware, and software</p> <p>2-. Learn how to either install or customize the settings for devices on the system, and Desktop Display.</p> <p>3. Identify ways for how software is created, learn about different application programs, and explore the typical ways software can be used, installing a new program.</p> <p>4. Learning how to manage, set up and create presentations and edit slides, Learning the basic skills for working with a spreadsheet application, and how to enter and format text and formulas, navigate and manage worksheets, filter and sort data, create and modify</p> <p>5- Learning how to the Internet, benefit from it, and what possibilities it provides in education and knowledge</p> <p>6- Learning how to Mendeley program and How to use it</p> <p>7- Promote Collaboration and Teamwork by encourage students to collaborate with their peers, engage in group projects, and participate in coding discussions. Enhance their ability to work effectively in a team environment.</p>
<p><b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"><li>1. Demonstrate a solid understanding of the fundamental concepts of computer including hardware and software</li><li>2. Utilize menedly program principles to conduct scientific research</li><li>3. Apply debugging techniques and troubleshoot errors in Microsoft office, effectively using debugging tools and strategies.</li><li>4. Collaborate effectively in a team setting, participating in group projects and actively contributing to coding discussions and problem-solving activities.</li><li>5. Utilize programs to communicate with educational institutions and communicate with the labor market</li></ol>
<p><b>Indicative Contents</b> المحتويات الإرشادية</p>	<p>This course includes many basic topics related to the concept of computers and the appropriate environment for it. It introduces the principles of fundamentals of computer science, computer operating system, microsoft office, introduction to internet, www &amp; web browsers, and introduction to mendeley program. It establishing these concepts in supporting the scientific-educational process and familiarization with technology</p>

## Learning and Teaching Strategies

### استراتيجيات التعلم والتعليم

<b>Strategies</b>	The main strategy that will be adopted in delivering this module is to encourage students' participation in the exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through classes, interactive tutorials, lab hours and by considering types of some small projects that are interesting to the students.
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## Student Workload (SWL)

### الحمل الدراسي للطالب

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل		<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل		<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل			

## Module Evaluation

### تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes				
	Assignments				
	Report				
Summative assessment	Midterm Exam				
	Final Exam				All

Total assessment	100% (100 Marks)		
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<b>Delivery Plan (Weekly Syllabus)</b> المنهاج الاسبوعي النظري والعملي	
	Material Covered
<b>Week 1</b>	Fundamentals of computer science <ul style="list-style-type: none"> <li>• Basic Applications of Computer</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Components of Computer</li> <li>• Connecting Computer Components</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>• Computer Hardware and Software</li> </ul>
<b>Week 4</b>	Computer Operating System <ul style="list-style-type: none"> <li>• Basics of Operating System</li> <li>• Windows 8</li> <li>• Task Icons</li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>• Bars and System Settings</li> <li>• Setting Date and Time</li> <li>• File Management</li> </ul>
<b>Week 6</b>	Microsoft word <ul style="list-style-type: none"> <li>• Creating, editing, saving, and printing text documents</li> <li>• Font and paragraph formatting</li> <li>• Simple character formatting</li> <li>• Inserting tables, smart art, page breaks</li> <li>• Using lists and styles</li> </ul>
<b>Week 7</b>	Microsoft word <ul style="list-style-type: none"> <li>• Working with images</li> <li>• Using Spelling and Grammar check</li> <li>• Understanding document properties</li> </ul>

	<ul style="list-style-type: none"> <li>• Mail Merge</li> </ul>
<b>Week 8</b>	<p>Microsoft Excel</p> <ul style="list-style-type: none"> <li>• Spreadsheet basics</li> <li>• Creating, editing, saving, and printing spreadsheets</li> <li>• Working with functions and formulas</li> <li>• Modifying worksheets with color and autoformats</li> </ul>
<b>Week 9</b>	<p>Microsoft Excel</p> <ul style="list-style-type: none"> <li>• Graphically representing data</li> <li>• Analyzing data: Data Menu, Subtotal, Filtering Data</li> <li>• Formatting worksheets</li> <li>• Securing and Protecting spreadsheets</li> </ul>
<b>Week 10</b>	<p>Microsoft Power Point</p> <ul style="list-style-type: none"> <li>• Opening, viewing, creating, and printing slides</li> <li>• Applying auto layouts</li> <li>• Adding custom animation</li> </ul>
<b>Week 11</b>	<p>Microsoft Power Point</p> <ul style="list-style-type: none"> <li>• Using slide transitions</li> <li>• Graphically representing data: Charts &amp; Graphs</li> <li>• Creating Professional Slide for Presentation.</li> </ul>
<b>Week 12</b>	<p>Introduction to Internet, WWW &amp; Web Browsers</p> <ul style="list-style-type: none"> <li>• Basics of Computer Networks</li> <li>• Internet</li> <li>• Search Engines</li> <li>• URLs</li> <li>• How to use Web Browser</li> <li>• Communications &amp; Collaboration</li> </ul>

<b>Week 13</b>	<p>Introduction to Internet, WWW &amp; Web Browsers</p> <ul style="list-style-type: none"> <li>• Basics of Email</li> <li>• How to use Email</li> <li>• Instant Messaging</li> <li>• Format an Email</li> <li>• Hosting services providers</li> <li>• Hosting types (shared, virtual private servers, dedicated servers, cloud, and managed hosting's)</li> <li>• Hosting components (LAMP, WAMP)</li> </ul>
<b>Week 14</b>	<p>Introduction to Mendeley</p> <ul style="list-style-type: none"> <li>• Register for an Account</li> <li>• Download Mendeley Desktop</li> <li>• Install the Mendeley Web Importer (Installation of Mendeley Desktop on Windows)</li> </ul>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>• Install the Citation Plugin (Citation Plugin: Used with Mendeley Desktop on Microsoft Word (Windows))</li> <li>• Citation Guides: APA, MLA, Harvard, citing a website.</li> </ul>
<b>Week 16</b>	<b>The preparatory week before the Final Exam</b>

<b>Learning and Teaching Resources</b>		
مصادر التعلم والتدريس		
	Text	Available in the Library?
<b>Recommended Texts</b>	<ul style="list-style-type: none"> <li>• ICDL Computer Essentials</li> <li>• اساسيات الحاسوب وتطبيقاته المكتبيه ( الجزء الاول ) أ.م.د. زياد محمد عبود، أ.د. غسان حميد عبدالمجيد، أ.م.د. أمير حسين مراد، م. بلال كمال احمد</li> </ul>	
<b>Online Tutorials and Courses:</b>		

## Grading Scheme

### مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A</b> - Excellent	امتياز	90 - 100	Outstanding Performance
	<b>B</b> - Very Good	جيد جدا	80 - 89	Above average with some errors
	<b>C</b> - Good	جيد	70 - 79	Sound work with notable errors
	<b>D</b> - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	<b>E</b> - Sufficient	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 – 49)</b>	<b>FX</b> – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F</b> – Fail	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.