

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer		Module Delivery
Module Type	Suport or related learning activity		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	UOB103		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	1	Semester of Delivery	
Administering Department	Type Dept. Code	College	Type College Code
Module Leader	Israa M. Rashid	e-mail	israa_msc2018@kecbu.uobaghdad.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	MS.c
Module Tutor	Noor Mohsen Jabar	e-mail	Noor.uot252@kecbu.uobaghdad.edu.iq
Peer Reviewer Name	Amel Mohammed	e-mail	drameel@kecbu.uobaghdad.edu.iq
Scientific Committee Approval Date	30/10/2023	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>Module Objectives أهداف المادة الدراسية</p>	<ol style="list-style-type: none"> 1. To provide students with a thorough grounding in the theoretical and practical principles of computer science 2. To encourage students to explore rigorously the core principles of the subject and to give them an understanding of its intellectual frontiers. 3. To teach classification of Computer fundamentals and Microsoft Office (Word, Excel, PowerPoint).
<p>Module Learning Outcomes مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"> 1. The student will be able to apply knowledge of the basic principles of Computer Fundamentals 2. The student will be able to use the Computer and its programs. 3. The student will be able to use the Microsoft Office programs. 4. The student will be able to use Microsoft Word. 5. The student will be able to use Microsoft PowerPoint. 6. The student will be able to use Excel. 7. Ability to solve Biochemical Engineering problems using Microsoft Excel. 8. Ability to communicate effectively and flexibly in both the native language and in at least one foreign language.
<p>Indicative Contents المحتويات الإرشادية</p>	<p>Indicative content includes the following.</p> <p><u>Part A – Introduction</u></p> <p>Computer Fundamentals: tutorial includes all topics of Computer fundamentals such as input devices, output devices, memory, CPU, motherboard, computer network, virus, software, hardware etc. [2 hr.]</p> <p>Operating system: learn how to power on your computer and sign into Windows 10, Components of Desktop Windows10 Types of Desktop Icons, Working with file and folder, Make Copy and Moving Files or Folders, and Delete Files or Folders. [2 hr.]</p> <p>Identify operating system settings: Changing the Resolution of Your Screen, Changing the Desktop Background and Screen Saver, Change Desktop Icon, Start Menu, Putting Your Computer to Sleep and Then Resuming Your Work, Hard disk partitions, and Control Panel. [3 hr.]</p> <p><u>Part B – Microsoft Office Word 2016</u></p> <p>Starting and Closing Microsoft Office 2016 Application, Create Blank Microsoft Word, The main elements in Word, Add commands to the Quick Access toolbar, and Main Tabs. [6 hr.]</p> <p>Type Text, change the text settings, Copy, cut and paste text, Finding and replacing text, Save and Save As command, apply a quick style to text, Insert or Draw Shapes, Change the setting of , Inserting and modifying tables, Insert Symbols and Equation, [10 hr.]</p> <p>Examples and Lab. Exercise [6 hr.]</p>

	<p><u>Part C – Microsoft Office PowerPoint 2016</u></p> <p>Create Blank Microsoft Power Point, The Ribbon, Organizing slides, Working with slides, Add text, apply a theme, play the presentation from beginning or from current slide, three categories of unique transitions and apply it, Recording the slide show, To print and save a presentation. [10 hr.]</p>
	<p><u>Part D – Microsoft Office Excel 2016</u></p> <p>Create Blank Microsoft Excel, The Ribbon, Worksheet views, Cell Basics, Cell content, copy, copy and paste cell content, drag and drop cells, use the fill handle, continue a series with the fill handle. [4 hr.]</p>
	<p>Modifying Columns, Rows, and Cells, Wrapping text and merging cells, Sorting data, Freezing rows and columns. [4 hr.]</p>
	<p>Inter to Formulas, Creating simple formulas, Copying formulas with the fill handle, Creating More Complex formula. [4 hr.]</p>
	<p>Create a basic function in Excel, enter a function manually, Insert Function command. [4 hr.]</p>
	<p>Types of Charts, adding a graph, Add charts (graph) using functions, Add or remove a secondary axis in a chart in Excel, Add logarithm scale. [4 hr.]</p> <p>Examples and Lab. Exercise. [4 hr.]</p>

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	<p>The main strategy that will be adopted in delivering this module is Enhancing Student Engagement, Improving Access to Information, Facilitating Collaboration, Personalizing the Learning Experience, Developing Digital Literacy and Enhancing Productivity and Efficiency. This will be achieved through classes, Provide visuals. Support student understanding with visual examples, instructions, explanations, and Work in groups in laboratories to meet shared objectives.</p>

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	63	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	4
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	12	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	1
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	75		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	10 min/6	25% (25)	3 and 10	LO #2, #4 and #5, #6, #7
	Assignments	2	15% (15)	4 and 12	LO #2, #3, #4 and #6, #7
	Projects / Lab.	-	-	-	-
	Report	-	-	-	-
Summative assessment	Midterm Exam	2hr/2	10% (10)	7	LO #2 - #4, #5, #6
	Final Exam	3hr/1	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	Lab 1: Introduction to Operating System, Control Panel.
Week 2	Lab 2: Introduction to Open and closed Microsoft Office 2016 programs
Week 3	Lab 3: Microsoft Office Word 2016
Week 4	Lab 4: Microsoft Office Word 2016
Week 5	Lab 5: Microsoft Office Word 2016
Week 6	Lab 6: Microsoft Office Word 2016
Week 7	Lab 7: Microsoft Office Word 2016
Week 8	Lab 8: Microsoft Office PowerPoint 2016
Week 9	Lab 9: Microsoft Office PowerPoint 2016
Week 10	Lab 10: Microsoft Office Excel 2016
Week 11	Lab 11: Microsoft Office Excel 2016
Week 12	Lab 12: Microsoft Office Excel 2016
Week 13	Lab 13: Microsoft Office Excel 2016
Week 14	Lab 14: Microsoft Office Excel 2016
Week 15	Lab 15: Microsoft Office Excel 2016
Week 16	Preparatory week before the final Exam

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	أساسيات الحاسوب وتطبيقاته المكتبية (الجزء الاول والثاني والثالث)	Yes
Recommended Texts	Computer Fundamentals” by P K Sinha Microsoft Office 2016 Step by Step	No
Websites	https://www.microsoft.com/en-us/microsoft-365/previous-versions/microsoft-office-2016	

Grading Scheme

مخطط الدرجات

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