MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	**Computer**	**Module Delivery**	
Module Type	**Basic**	☒Theory ☐ Lecture ☒ Lab ☐Tutorial ☐Practical ☐Seminar	
Module Code	UOMU0000017		
ECTS Credits	**3**		
SWL (hr/sem)	**75**		
Module Level	UGI	**Semester of Delivery**	1
Administering Department		**College**	NETC
Module Leader	Noor Abdlakarem Mohammedali	**e-mail**	noor.abdulkareem@uomus.edu.iq
Module Leader's Acad. Title	Lecturer	**Module Leader's Qualification**	Ph.D.
Module Tutor	Name (if available)	**e-mail**	E-mail
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date	01/01/2026	**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	
Module Objectives أهداف المادة الدراسية	1. Utilize the computer for fundamental tasks. 2. Identify and discuss the hardware components of the computer system. 3. Creating documents using word processor and creating presentations 4. Conducting research on the internet
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. Enable to describe the computer components. 2. Enable to Install the software program of a computer. 3. Connect to the internet and share resources in a networked environment. 4. Enable to work on Microsoft office. 5. Troubleshoot using system tools and diagnostic software.
Indicative Contents المحتويات الإرشادية	- Introduction to computer - Computer components - Operating system and graphical user interface GUI - Word Processing - Spread sheet - Presentation Software - Introduction to Internet and Web browsers - Communication and Emails - Computer troubleshooting

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	Type something like: 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 and by considering types of simple experiments involving some sampling activities that are interesting to the students.

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	48	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	3.2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	27	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	1.8
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**	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	**Midterm Exam**	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

(المفردات تم تعميمها حسب كتاب الوزارة ذي العدد ت م 3/ 11009 بتاريخ 9 /10 /2024)

	Material Covered
Week 1	introduction to Computer: Concepts of Hardware and Software with their components; Concept of Computing, Data and Information; Applications of Information Electronics and Communication Technology (IECT); Connecting input/output devices, and peripherals to CPU.
Week 2&3	Computer Components: Computer Portions, Hardware Parts, I/O Units, Memory Types, Basic CPU Components, Computer Ports, Personal Computer, Personal Computer (Features and Types).
Week 4&5	Operating System and Graphical User Interface GUI: Operating System; Basics of Common Operating Systems; The User Interface, Using Mouse Techniques; Use of Common Icons, Status Bar, Using Menu and Menu-selection, Concept of Folders and Directories, Opening and closing of different Windows: Creating Short cuts.
Week 6&7	Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
Week 8&9	Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet
Week 10&11	Presentation Software: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides: Slide Show; Taking printouts of presentation.
Week 12	**Mid term exam**

Week 13	Introduction to Internet and Web Browsers: Computer networks Basic; LAN, WAN; Concept of Internet and its Applications; connecting to internet; World Wide Web; Web Browsing software's, Search Engines; Understanding URL: Domain name; IP Address.
Week 14	Communications and Emails: Basics or electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration.
Week 5	Computer Troubleshooting: Identifying and solving common hardware and software problems that computer users encounter. Basic troubleshooting techniques and tools for diagnosing and resolving issues.
Week 16	**Final Exam**

Delivery Plan (Weekly Lab. Syllabus)	
المنهاج الاسبوعي للمختبر	
	Material Covered
Week 1	get started with use of computer
Week 2	Basic use of Windows operating system
Week 3	General view of Microsoft Office tools
Week 4	Getting Started with Microsoft Office Word
Week 5	Microsoft Office Word: Editing a Document and Formatting Text and Paragraphs
Week 6	Microsoft Office Word: Adding Tables and Inserting Graphic Objects
Week 7	Microsoft Office Word: Controlling Page Appearance and Proofing a Document
Week 8	Microsoft Office Excel: Getting Started with Microsoft Office Excel
Week 9	Microsoft Office Excel: Sorting, Selecting and Subtotaling data
Week 10	Microsoft Office Excel: Formulas and Functions
Week 11	Microsoft Office Excel: Worksheet Formatting and Presentation
Week 12	Microsoft Office PowerPoint: Getting Started with Microsoft Office PowerPoint
Week 13	Microsoft Office PowerPoint: Developing a PowerPoint Presentation, Adding Graphical
Week 14	Elements to Your Presentation and Modifying Objects in Your Presentation
Week 15	Microsoft Office PowerPoint: Adding Graphical Elements, tables and charts to Your

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	1- Graham Brown, David Watson, "Cambridge IGCSE Information and Communication Technology", 3rd Edition (2020) 2- Microsoft Office 2019 Step by Step. By Joan Lambert, Curtis Frye Part of the Step by Step series.	no
Recommended Texts	1- Absolute Beginner's Guide to Computer Basics Part of: Absolute Beginner's Guide (34 books) | by Michael Miller | Jan 1, 2009 2- Alan Evans, Kendall Martin, Mary Anne Poatsy, "Technology In Action Complete", 16th Edition (2020).	No
Websites		

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.