

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
اسم المادة	Computer Science / علم الحاسوب		العبء الدراسي
نوع المادة	نظري / Theory <input checked="" type="checkbox"/> محاضرة داخل الصف / Lecture <input checked="" type="checkbox"/> مختبر / Lab <input checked="" type="checkbox"/> نظري ولايني / Tutorial <input checked="" type="checkbox"/> حلقة دراسية / Seminar <input type="checkbox"/>		❖ محاضرة داخل الصف ❖ محاضرة أون لاين ❖ مختبر ❖ ساعات عملية ❖ حلقات دراسية
رمز المادة	Law-MU-106		
عدد الوحدات	1		
عدد الساعات	30 ساعة نظري 15 ساعة مختبر		
مستوى المادة		الفصل الدراسي	الاول
القسم العلمي	العام	الكلية	القانون
قائد المادة	م.م رؤى خالد سكران	e-mail	ruaa.Khalid.sakran@uomus.edu.iq
اللقب العلمي لقائد المادة	Assistant Lecturer / مدرس مساعد	مؤهلات قائد المادة الاكاديمية	ماجستير
مدرس المادة		e-mail	
تاريخ مصادقة اللجنة العلمية		رقم المحضر	

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
المواد الممهدة	لا توجد متطلبات سابقة / None	الفصل الدراسي	الثاني
المواد المشتركة	لا توجد / None	الفصل الدراسي	الثاني

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Objectives أهداف المادة الدراسية	The primary objectives of this module are to enable students to

	<p>Understand the fundamental concepts and terminology of computer .science and information technology</p> <p>Recognize the main components of computer hardware and software .systems</p> <p>Identify the types and functions of operating systems, particularly .Microsoft Windows</p> <p>Describe the features and applications of Microsoft Office Suite in legal .contexts</p> <p>.Explain the principles of computer networks and internet technologies</p> <p>Define the concept of information security and cybersecurity threats .relevant to legal practitioners</p> <p>Understand the role of technology in modern legal systems including e- .courts and digital documentation</p>
<p>Module Learning Outcomes</p> <p>مخرجات التعلم للمادة الدراسية</p>	<p>:Upon successful completion of this module, students will be able to</p> <p>A. المعرفة والفهم / A. Knowledge and Understanding</p> <p>A1. Define and explain core concepts of computing including .hardware, software, data, and information systems</p> <p>A2. Describe the structure and function of operating systems and file .management</p> <p>A3. Identify the components and operation of local and wide area .networks (LAN/WAN) and the internet</p> <p>A4. Explain the role of information technology in the legal sector .including e-governance, e-courts, and legal databases</p> <p>A5. Recognize common types of cybercrime and basic legal .frameworks governing digital activities in Iraq</p> <p>B. المهارات الفكرية / B. Cognitive / Intellectual Skills</p> <p>B1. Analyze and solve basic computer-related problems encountered in .legal office environments</p> <p>B2. Evaluate the reliability and credibility of online legal resources and .databases</p>

	<p>B3. Critically assess the appropriateness of using digital tools for .specific legal tasks</p> <p>B4. Apply logical thinking to organize and manage digital information .relevant to legal cases</p> <p>المهارات التطبيقية / C. Practical and Professional Skills</p> <p>C1. Proficiently use Microsoft Word to produce well-formatted legal .documents, contracts, and reports</p> <p>C2. Create and manage Excel spreadsheets for tracking case data, .deadlines, and financial records</p> <p>C3. Design and deliver PowerPoint presentations for legal proceedings .and academic purposes</p> <p>C4. Conduct effective legal research using internet-based legal .databases and governmental websites</p> <p>C5. Apply basic cybersecurity measures to protect digital legal files .and client information</p> <p>المهارات العامة / D. General and Transferable Skills</p> <p>D1. Demonstrate effective time management using digital calendars .and task management tools</p> <p>D2. Work independently and collaboratively using digital .communication and file-sharing tools</p> <p>D3. Communicate effectively in professional digital formats including .formal emails and reports</p>
<p>Indicative Contents المحتويات الإرشادية</p>	<p>المحتويات الإرشادية</p> <ol style="list-style-type: none"> 1. Indicative Contents 1. Introduction to Computers: Definition, history, generations, and classification of computers. Role of computers in legal settings. Advantages and limitations. 2. Computer Hardware: Input devices (keyboard, mouse, scanner), output devices (monitor, printer), Central Processing Unit (CPU), primary and secondary storage devices. 3. Computer Software: System software, application software, and utility software. Software licensing, copyright, and open-source concepts. 4. Operating Systems – Windows: Functions of the OS. Windows interface: desktop, taskbar, and icons. File management: creating, copying, moving, renaming, and deleting files and folders. Control panel basics.

	<p>5. Microsoft Word I: Introduction to word processing. Creating, saving, and opening documents. Formatting text: fonts, size, color, bold, italic, underline. Paragraph formatting, page setup, and printing for legal documents.</p> <p>6. Microsoft Word II: Inserting tables and lists in legal documents. Headers and footers. Mail merge basics. Track changes and comments. Creating legal letter templates.</p> <p>7. Microsoft Excel I: Introduction to spreadsheets. Entering and formatting data. Basic formulas and functions: SUM, AVERAGE, COUNT, MAX, MIN. Sorting and filtering data.</p> <p>8. Microsoft Excel II: Creating charts and graphs. Using Excel for legal case management records and client tracking. Data validation and conditional formatting.</p> <p>9. Microsoft PowerPoint: Slide layouts, themes, and design. Inserting images, charts, and tables. Animations, transitions, and slide show settings. Presenting legal arguments effectively.</p> <p>10. Internet and Email: Introduction to the internet and World Wide Web. Types of internet connections. Search engines and advanced search techniques. Professional email management: composing, organizing, and securing emails.</p> <p>11. Legal Research Online: Introduction to online legal databases and Iraqi government legal portals (Ministry of Justice). Evaluating and citing online legal sources.</p> <p>12. Information Security and Cybersecurity: Concepts of information security. Types of cyber threats: viruses, malware, phishing, and hacking. Password management, data encryption, and backup strategies.</p> <p>13. Technology in Legal Practice: E-courts and electronic filing systems in Iraq. Digital signatures, electronic contracts, and their legal validity. Data privacy laws.</p> <p>14. Cybercrime: Definition and types of cybercrime. Iraqi Cybercrime Law No. 3 of 2023. Digital evidence: collection, preservation, and admissibility.</p> <p>15. Practical Review and Final Preparation: Comprehensive review of all theoretical and practical topics. Hands-on practice. Final Q&A session.</p>
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	<p>Teaching Strategies / استراتيجيات التدريس</p> <ul style="list-style-type: none"> • Direct Instruction: Structured lectures delivered using multimedia presentations to introduce theoretical concepts such as computer components, operating systems, and cybersecurity. The lecturer uses visual aids, real-world legal examples, and step-by-step demonstrations. • Demonstration & Modelling: The instructor demonstrates software applications (Word, Excel, PowerPoint) live on a projected screen, allowing students to observe professional workflows before attempting tasks independently.

	<ul style="list-style-type: none"> • Inquiry-Based Learning: Students are encouraged to explore questions such as 'How is digital evidence admitted in Iraqi courts?' and 'What are the legal implications of a data breach?' to stimulate critical thinking. • Case-Based Learning: Real and simulated legal cases involving technology (cybercrime cases, electronic contracts, digital evidence) are presented for analysis. • Problem-Based Learning (PBL): Students are presented with practical challenges relevant to legal office environments and must apply computer skills to develop solutions. • Flipped Classroom: Students review introductory material before class; class time is dedicated to hands-on practice and discussion rather than passive instruction. • Collaborative Learning: Group tasks and peer-learning activities allow students to work together on research projects, legal technology reports, and presentations. <p>Learning Strategies / استراتيجيات التعلم</p> <ul style="list-style-type: none"> • Active Practice: Students must practice computer skills during and after each lab session. • Self-Directed Learning: Students are encouraged to explore additional resources (Microsoft Learn, legal tech portals) independently. • Reflective Learning: After each practical session, students note what skills they have mastered and what areas require further development. • Peer Learning: Students assist peers during lab sessions, explain concepts to one another, and participate in group discussions. • Research & Exploration: Students conduct guided online research using Iraqi legal databases and government portals.
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Student Workload (SWL)			
الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	45	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	3
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	25	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	70		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number الوقت / الرقم	Weight (Marks) وزن الدرجة / المجموع	Week Due الاسبوع المستحق	Relevant Learning Outcome نتائج التعليم ذات الصلة
Formative assessment التقييم التكويني	Quizzes اختبارات	دقيقة 10 × 10	5% (5)	مستمر	A1, A2, A3, A4, A5
	Student Interaction تفاعل الطلبة		5% (5)	مستمر	All

	Projects / Lab. المختبر	-			
	Report (HWs) الواجبات المنزلية) التقارير		15% (15)	مستمر	All
Summative assessment التقييم التجميعي	Midterm Exam الامتحان النصفي	2hr	25% (25)	الأسبوع 8	A1 – B4
	Final Exam الامتحان النهائي	3hr	50% (50)	نهاية الفصل	All
Total assessment (التقييم الاجمالي)			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1 الأسبوع 1	Introduction to Computers: Definition, history, and generations of computers. Classification of computers (supercomputers, mainframes, personal computers, embedded systems). Advantages and limitations of computer use in legal settings.
Week 2 الأسبوع 2	Computer Hardware: Input devices (keyboard, mouse, scanner, microphone). Output devices (monitor, printer, speakers). Central Processing Unit (CPU): ALU, Control Unit, Registers. Primary storage (RAM, ROM) and secondary storage (HDD, SSD, Flash). Understanding hardware specifications relevant to legal office environments.
Week 3 الأسبوع 3	Computer Software: Definition and types of software — system software (OS, drivers), application software (Word, Excel), and utility software (antivirus, backup tools). Software licensing, freeware, shareware, and open-source concepts. Copyright and intellectual property laws related to software.
Week 4 الأسبوع 4	Operating Systems – Windows: Functions and importance of operating systems. Windows interface: desktop, taskbar, start menu, and icons. File management: creating, copying, moving, renaming, and deleting files and folders. Windows Control Panel: display, regional, and user account settings. Keyboard shortcuts and accessibility features.
Week 5 الأسبوع 5	Microsoft Word I: Introduction to word processing. Creating, saving, and opening documents. Formatting text: fonts, size, color, bold, italic, and underline. Paragraph formatting: alignment, line spacing, indentation, and lists. Page setup: margins, orientation, and paper size. Printing settings for legal documents.
Week 6 الأسبوع 6	Microsoft Word II: Inserting and formatting tables for legal case summaries. Creating ordered and unordered lists. Headers and footers with page numbering. Mail merge for generating multiple legal letters. Track changes and comments for document review. Creating and using legal letter templates.

Week 7 الأسبوع 7	Microsoft Excel I: Introduction to the spreadsheet interface. Entering, editing, and formatting data. Basic formulas and functions: SUM, AVERAGE, COUNT, MAX, MIN, IF. Cell referencing: relative, absolute, and mixed. Sorting and filtering data for case management.
Week 8 الأسبوع 8	Mid-Term Review & Examination: Review of Weeks 1–7 key concepts and practical skills. Mid-term examination covering theoretical knowledge and practical application (2 hours).
Week 9 الأسبوع 9	Microsoft Excel II: Creating bar, line, and pie charts from legal case statistics. Using Excel for client records, deadline tracking, and billing. Data validation for controlled data entry. Conditional formatting for visual data analysis. Practical legal case management exercise.
Week 10 الأسبوع 10	Microsoft PowerPoint: Introduction to presentation design. Slide layouts, themes, and colour schemes. Inserting images, charts, tables, and multimedia. Animations, slide transitions, and slide show settings. Best practices for presenting legal arguments and case summaries effectively.
Week 11 الأسبوع 11	Internet and Email: Introduction to the internet and World Wide Web. Types of internet connections (broadband, Wi-Fi, mobile data). Using search engines effectively: Boolean operators and advanced search filters. Professional email management: composing, replying, forwarding, organizing folders, and setting filters. Email security: recognizing phishing, safe attachments, and email encryption.
Week 12 الأسبوع 12	Legal Research Online: Introduction to online legal databases and Iraqi government legal portals (Iraqi Ministry of Justice: moj.gov.iq , Iraqi Parliament Laws: parliament.iq). Evaluating online legal sources for reliability and accuracy. Citing digital legal references according to academic standards. Practical session: conducting online legal research on an assigned case scenario.
Week 13 الأسبوع 13	Information Security and Cybersecurity: Core concepts of information security: confidentiality, integrity, and availability (CIA triad). Types of cyber threats: viruses, worms, trojans, ransomware, phishing, social engineering, and man-in-the-middle attacks. Password management and two-factor authentication. Data backup strategies: local and cloud-based. Cybersecurity practices for legal professionals: protecting client data and digital files.
Week 14 الأسبوع 14	Technology in Legal Practice & Cybercrime: E-courts and electronic filing systems in Iraq: current status and future developments. Digital signatures: definition, types, and legal validity under Iraqi law. Electronic contracts: formation, enforceability, and legal challenges. Definition, classification, and examples of cybercrime. Iraqi Cybercrime Law No. 3 of 2023: key provisions and penalties. Digital evidence: collection, chain of custody, preservation, and admissibility in Iraqi courts. Role of IT experts and digital forensics specialists in legal proceedings.
Week 15 الأسبوع 15	Practical Review and Final Preparation: Comprehensive review of all theoretical topics and practical skills covered in the module. Hands-on practice session covering Word, Excel, PowerPoint, and internet legal research. Sample exam questions and discussion. Final Q&A session and examination guidance.

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	Lab Orientation & Windows OS: Computer lab rules and safety. Logging in, exploring the Windows desktop. File and folder management: creating, renaming, copying, moving, and deleting. Keyboard shortcuts and Windows accessibility settings.
Week 2	Windows Advanced Practice: Working with Windows Control Panel: managing display settings, regional settings, and user accounts. Installing and uninstalling applications. Using Task Manager to monitor system performance.
Week 3	Microsoft Word – Lab 1: Creating a legal letter from scratch using a standard Iraqi legal format. Formatting text, adjusting margins, and setting page layout. Inserting headers, footers, and page numbers. Saving in .docx and .pdf formats.
Week 4	Microsoft Word – Lab 2: Creating tables for legal case summaries and client records. Using Track Changes and Comments for document review. Applying styles and creating a Table of Contents. Mail merge: generating personalized legal correspondence for multiple recipients.
Week 5	Microsoft Excel – Lab 1: Building a client records spreadsheet from scratch. Entering data and applying formulas: SUM, AVERAGE, COUNT, IF. Formatting cells: borders, shading, and number formats. Sorting and filtering a legal case database.
Week 6	Microsoft Excel – Lab 2: Creating a bar chart comparing case outcomes over six months. Applying conditional formatting to highlight overdue deadlines. Data validation for controlled input in client forms. Printing spreadsheets with correct page setup.
Week 7	Microsoft PowerPoint & Internet Research: Designing a 10-slide legal presentation on an assigned Iraqi legal topic. Applying themes, inserting images, charts, and using slide transitions. Conducting online legal research using Iraqi Ministry of Justice and Parliament portals. Compiling and citing digital legal sources in the presentation.

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	متوفر في المكتبة؟
المصدر الاصيلي	Al-Obaidi, A. (2022). Introduction to Computers and Information Technology. Baghdad: Dar Al-Kutub Al-Ilmiyya. <ul style="list-style-type: none"> Ministry of Higher Education and Scientific Research – Iraq. Official Course Curriculum for Computer Science, First Year Law (Bologna Framework). 	نعم / Yes

	<ul style="list-style-type: none"> Shelly, G. B., & Vermaat, M. E. (2019). Discovering Computers: Digital Technology, Data, and Devices (16th ed.). Cengage Learning 	
المصدر المساعد	<ul style="list-style-type: none"> Norton, P. (2018). Introduction to Computers (8th ed.). McGraw-Hill Education. Iraqi Cyber Crimes Law No. 3 of 2023 — Official Gazette. Frydenberg, M., & Marzo, D. (2014). The Cornerstones of Computer Literacy. Pearson. 	
المواقع الالكترونية	<p>Microsoft Official Documentation: https://support.microsoft.com</p> <ul style="list-style-type: none"> Iraqi Ministry of Justice Legal Portal: https://www.moj.gov.iq Iraqi Council of Representatives (Laws Database): https://www.parliament.iq Google Scholar: https://scholar.google.com 	

Grading Scheme مخطط الدرجات				
مجموعة	Grade (درجة)	التقدير	Marks % المجموع	Definition (تعريف)
Success Group مجموعة النجاح (50 - 100)	A – Excellent	امتياز	90 – 100	Outstanding performance with minor errors / أداء المتميز مع أخطاء بسيطة جداً /
	B – Very Good	جيد جداً	80 – 89	Above average with some errors / فوق المتوسط مع بعض الأخطاء
	C – Good	جيد	70 – 79	Sound work with notable mistakes / عمل به أخطاء ملحوظة
	D – Satisfactory	متوسط	60 – 69	Fair work with significant weaknesses / عمل مع عيوب كبيرة
	E – Sufficient	مقبول	50 – 59	Meets minimum criteria / العمل يلبي الحد الأدنى من المعايير
Fail Group مجموعة فاشلة (0 – 49)	FX – Fail	راسب (قيد المعالجة)	45 – 49	More work required but credit awarded / مطلوب المزيد من العمل لكن تم منح الائتمان /
	F – Fail	راسب	0 – 44	Considerable further work required / يحتاج إلى كمية كبيرة من العمل الإضافي
<p>Note: Decimal marks ≥ 0.5 will be rounded up to the next whole mark; marks < 0.5 will be rounded down. (e.g., 54.5 \rightarrow 55 and 54.4 \rightarrow 54)</p> <p>ملاحظة: سيتم تقريب الأعداد من الدرجة التي تزيد أو تقل عن 0.5 إلى العلامة الكاملة الأعلى أو الأدنى على التوالي.</p>				