

MODULE DESCRIPTOR FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	COMPUTER PRINCIPLES		Module Delivery
Module Type	BASIC		Theory Lecture Tutorial
Module Code	UOMU000003		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	1	Semester of Delivery	2
Administering Department	Building and construction techniques	College	Al-Mustaqbal university
Module Leader	Assis. lec Alaa Hussein	e-mail	Alaa.hussein.abdulameer@uomus.edu.iq
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor	None	e-mail	None
Peer Reviewer Name		e-mail	
Review Committee Approval	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			

Module Aims أهداف المادة الدراسية	<p>After successful completion of this course the student will be able to understand:</p> <ol style="list-style-type: none"> 1. The student's knowledge of all hardware parts of the computer. 2. Know the operation of each part of the computer. 3. Knowing the icons on the desktop and executing commands on them. 4. Access to all computer contents. 5. Work on paint program. 6. Knowledge of Microsoft Word and making reports and research using it. 7. Knowledge of Excel and making tables with it. 8. How to access the Internet, and how to create an email
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	<p>Knowing the operating systems used in computers and working on them, with knowledge of all computer matters in terms of software parts and hardware.</p>
Indicative Contents المحتويات الإرشادية	<p>Indicative content Knowledge of all Microsoft Office suite and how to access and work on the Internet</p>
Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	<p>The main strategy that will be adopted in presenting these initiatives is to improve thinking skills while implementing initiatives. This will be achieved through classes and tutorials</p>

Student Workload (SWL) الحمل الدراسي للطالب			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	48	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعياً	3.2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	27	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعياً	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, 10	LO #1, 2, 10 and 11
	Assignments	2	10% (10)	2, 12	LO # 3, 4, 6 and 7
	Projects / Lab.	1	10% (10)	Continuous	
	Report	1	10% (10)	13	LO # 5, 8 and 10
Summative assessment	Midterm Exam	1.5 hr	10% (10)	7	LO # 1-7
	Final Exam	2.5 hr	50% (50)	16	All
Total assessment			100% (100 Marks)	Total assessment	100% (100 Marks)

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week	Syllabus
1	Introduction to computers ,computer parts , desktop, start menu
2	Access to computer contents, Main operations on folders and files
3	Operating system software, Other calculator programs and games.
4,5	Paint program, Main keyboard shortcuts.
6	Run Microsoft Word ,The main interface in Microsoft Word, General settings and save files
7	Basic ribbons in the Word program ,Main text writing and formatting.
8	Texts, Graphics.
9	Tables, keyboard shortcuts.
10	Run Microsoft Excel , Components of the Microsoft Excel window , Basic ribbons in Microsoft Excel ,General settings and save files,
11	Dealing with data in Excel, Dealing with rows and columns within Microsoft Excel, Insert and delete columns, rows, and cells
12,13	Format cells, Equations and functions
14,15	Internet, Web browsers and their uses, create email
Week 16	Final Exam

Learning and Teaching Resources

مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts		Yes
		No
Websites		

APPENDIX:

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	مقبول بقرار	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required
Note:				
NB 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.				

ملاحظة: هذا النموذج تم وضعه وتقديمه من قبل مديرية ضمان الجودة في وزارة التعليم العالي والبحث العلمي