

# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Principle		Module Delivery
Module Type	Basic		<input type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	UOMU0000016		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	1	Semester of Delivery	
Administering Department	Fuel and Energy Techniques Engineering Department	College	Technical Engineering College- Al Mustaqbal university
Module Leader	Shahd Ammar Hatem	e-mail	<a href="mailto:Shahd.Ammar.Hatem@uomus.edu.iq">Shahd.Ammar.Hatem@uomus.edu.iq</a>
Module Leader's Acad. Title	Lecturer assistant	Module Leader's Qualification	Msc .Chemical engineering
Module Tutor	None	e-mail	E-mail
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	1/9/2024	Version Number	1.0

### Relation with other Modules

العلاقة مع المواد الدراسية الأخرى

Prerequisite module	None	Semester	
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<b>Co-requisites module</b>	None	<b>Semester</b>	
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<b>Module Aims, Learning Outcomes and Indicative Contents</b> أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
<b>Module Aims</b>	<ol style="list-style-type: none"> <li>1. Utilize the computer for fundamental tasks.</li> <li>2. Identify and discuss the hardware components of the computer system.</li> <li>3. Creating documents using a word processor and creating presentations.</li> <li>4. To describe the evolution of computer networks and the Internet.</li> <li>5. To describe the difference between a computer network and a distributed system.</li> <li>6. To explain the difference between LAN, MAN, WAN.</li> </ol>
<b>Module Learning Outcomes</b>	<p>Upon completion of the course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the basics of computers, their types and classifications.</li> <li>2. Understand the physical input units.</li> <li>3. Understand the physical output units.</li> <li>4. Understanding operating systems and application programs.</li> <li>5. Dealing with the Windows 10 operating system.</li> <li>6. Knowing how to work with Word, Excel, Presentation programs.</li> <li>7. Knowledge of the concepts of the Internet and the Web.</li> <li>8. Knowledge of the concept of computer networks.</li> <li>9. Know how to compare computer networks.</li> <li>10. Know how to configure email.</li> <li>11. Know how to computer troubleshoot.</li> </ol>
<b>Indicative Contents</b>	<p>Indicative content includes the following.</p> <ol style="list-style-type: none"> <li>1. This module, directed to first-year students in the Department of Total Quality Management Technologies, dealt with introducing the student to what a computer and what input and output devices [3].</li> <li>2. This module, directed to first-year students in the Department of Total Quality Management Technologies, dealt with introducing the student to what is the internal structure of a computer [9].</li> <li>3. This module, directed to first-year students in the Department of Total Quality Management Technologies, dealt with introducing the student to what is the Windows 2010 operating system [6].</li> </ol>

	<p>4. This module, directed to first-year students in the Total Quality Management Techniques Department, dealt with introducing the student to the basics of Office programs (Word and Excel, Presentation ) [21].</p> <p>5. This module, directed to first-year students in the Department of Total Quality Management Technologies, dealt with introducing the student to the components of computer networks [3].</p> <p>6. This module, directed to first-year students in the Total Quality Management Techniques Department, introduced the student to how to compose an email and also how to computer troubleshoot [3].</p>
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### Learning and Teaching Strategies

#### استراتيجيات التعلم والتعليم

<b>Strategies</b>	Assessment is based on hand-in assignments, written exam, Case study, Quizzes, Practical testing.
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### Student Workload (SWL)

#### الحمل الدراسي للطالب

<b>Structured SWL (h/sem)</b>	45	<b>Structured SWL (h/w)</b>	3
<b>Unstructured SWL (h/sem)</b>	30	<b>Unstructured SWL (h/w)</b>	2
<b>Total SWL (h/sem)</b>	75		

### Module Evaluation

#### تقييم المادة الدراسية

	<b>Time/Number</b>	<b>Weight (Marks)</b>	<b>Week Due</b>	<b>Relevant Learning Outcome</b>
<b>Quizzes</b>	1	20% (10)	5 , 9	LO #1,2-9

<b>Formative assessment</b>	<b>Assignments</b>	2	10% (20)	4 , 7 , 8 , 10	LO # 10
	<b>Practical</b>	1	10% (10)	11	LO # 11
<b>Summative assessment</b>	<b>Midterm Exam</b>	2 hr	10% (10)	12	LO # 1-12
	<b>Final Exam</b>	3hr	50% (50)	15	All
<b>Total assessment</b>			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري محتوي كل اسبوع يجب ان يغطي الوقت المحدد

	<b>Material Covered</b>
<b>Week 1</b>	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.
<b>Week 2-3</b>	Computer components: computer portions, hardware parts, i/o units, memory types, basic CPU components, computer ports, personal computer, personal computer (features and type).
<b>Week 4-5-</b>	Operating system and graphical user interface GUI: Operating system, basics of common operating system, the user interface, using mouse techniques, use of common icons, status bar, using menu and menu-selection, concept of folders and directions, opening and closing of different windows, creating short cuts.
<b>Week 6-8</b>	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.
<b>Week 9-10</b>	Spreadsheet: basics of spreadsheet, manipulation of cells, formulas and functions, editing of spreadsheet, printing of spreadsheet.
<b>Week 11-12</b>	Presentation Software: Basics of presentation software, creating presentations, preparation and presentation of slides, slide show, taking printouts of presentation/ handouts.

<b>Week 13</b>	Introduction to internet and web browsers: Computer networks basics, LAN, WAN, concept of internet and its applications, Connecting to internet, world wide web, web browsing software, search engines, understanding URL, domain name, IP address.
<b>Week 14</b>	Communications and Emails: Basics of electronic mail, getting an email account, sending and receiving emails, Accessing sent emails, using emails, document collaboration.  Computer Troubleshooting: Identify and solving common hardware and software problems that computer users encounter. Basic troubleshooting techniques and tools for diagnosing and resolving issues (Electronic Intrusion & Viruses)
<b>Week 15</b>	<b>Final Exam</b>

<b>Delivery Plan (Weekly Lab. Syllabus)</b> المنهاج الاسبوعي للمختبر	
	<b>Material Covered</b>
<b>Week 1</b>	Explaining input and output devices practically.
<b>Week 2-3</b>	Explain the internal structure of the computer.
<b>Week 4-5</b>	Explanation of operating systems and application programs.
<b>Week 6-8</b>	Explain the Word Program.
<b>Week 9-10</b>	Explain the Excel Program.
<b>Week 11-12</b>	Explain the Presentation Program.
<b>Week 13</b>	Explain computer networks basics.
<b>Week 14</b>	Explain communications and Emails, Computer Troubleshooting (Electronic Intrusion & Viruses).
<b>Week 15</b>	Final Exam.

## Learning and Teaching Resources

### مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Recommended Texts</b>	<ul style="list-style-type: none"> <li>➤ Al-Khader Ali Al-Khader, researcher, “Computer Basics”, 2016.</li> <li>➤ Ziad Muhammad Abboud, researcher,” Computer Basics and Office Applications” , 2014.</li> </ul>	No

## Grading Scheme

### مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group</b> (50 - 100)	<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</b> (0 – 49)	<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.

