MODULE DESCRIPTOR FORM
نموذج وصف المادة الدراسية

Module Information
معلومات المادة الدراسية

Module Title	**COMPUTER PRINCIPLE**	**Module Delivery**	
Module Type	BASIC	✓ **Theory** Lecture ✓ **Lab** Tutorial ✓ **Practical** ✓ **Seminar**	
Module Code	ATU23026		
ECTS Credits	5		
SWL (hr/sem)	125		
Module Level	١	**Semester of Delivery**	2
Administering Department	**DEPARTMENT OF ELECTRICAL ENGINEERING TECHNIQUES**	**College**	**AL-FURAT AL-AWSAT TECHNICAL UNIVERSITY** **TECHNICAL COLLEGE /AL-MUSSAIB**
Module Leader		**e-mail**	
Module Leader's Acad. Title	Lecturer	**Module Leader's Qualification**	
Module Tutor	None	**e-mail**	None
Peer Reviewer Name	None	**e-mail**	None
Review Committee Approval	14/06/2023	**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 Objectives أهداف المادة الدراسية	1-Understanding the Fundamentals: The primary objective of a computer principal course is to provide students with a solid foundation in the fundamental principles of computer work. This includes concepts such as Hardware, Software and new technologies in computer area. 2-Analyzing the work of Components: Students will learn how does computer parts work and the parts of each of them. They will understand their behavior in normal condtion and be able to calculate their effects on the overall performance of work. 3-Computer Specifications: Students will become familiar with important properties of each computer components and be able to install the proper hardware/software for their computer. 4-Laboratory Skills: The course includes hands-on laboratory experiments to provide students with practical experience of using Microsoft Office progmars suck as Word, PowerPoint, Excel and Access.
Module Learning Outcomes	1-Fundamental Knowledge: Students will acquire a solid understanding of the fundamental concepts and principles of computer hardware components, including CPU, RAM, Storage Devices, Input and output devices. 2-Copmputer performance Skills: Students will be able to buy their own PC/Laptop in a manner that allow to use the full capability of the computer with less price.

مخرجات التعلم للمادة الدراسية	3-Computer Software Skill: Students will be able to install computer drivers and the essential programs. 4-Through hands-on laboratory experiments, students will be able to write reports, homework and posters by using Word program, on the other hand they will be able to prepare presentations using PowerPoints program. Also, they will be able to use Excel and Access programs to solve equations and draw curves.

Indicative Contents
المحتويات الإرشادية
	Indicative content includes the following:
	• <u>Part A – Introduction to Computer.</u>
	  Constituent the field of using computer, types of computers and their differences,
	  The advantages and disadvantages of computers [8 hrs]
	• <u>Part B Computer Components</u>.
	  CPU, RAM, Storage Devices, Input and Output devices [14 hrs]
	• <u>Part C Office programs</u>
	  . Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Access. [32 hrs]
	• Revision problem classes [6 hrs]

Learning and Teaching Strategies
استراتيجيات التعلم والتعليم

Strategies	1-**Hands-on Experiments:** Engage students in practical experiments to deepen their understanding of circuits. 2-**Videos:** seeing videos for best understanding of components work. 3-**Group Reports:** Assign collaborative reports for new computer technology. 4-**Interactive Discussions:** Encourage student participation and critical thinking through open-ended questions. 5-**Assessment Variety:** Use diverse assessment methods to gauge student understanding. 6-**Office Hours and Support:** Offer individualized assistance through office hours or online support.

Student Workload (SWL)
الحمل الدراسي للطالب

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	63	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	4.2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	62	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	4.1
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	125		

Module Evaluation
تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	6	10% (10)	5, 10	LO #1, 2, 4
	Assignments	6	10% (10)	2, 12	LO # 3, 4
	Projects / Lab.	16	10% (10)	Continuous	All
	Report	8	10% (10)	2, 12	4
Summative assessment	**Midterm Exam**	2 hr	10% (10)	8	LO # 1-3
	Final Exam	3 hr	50% (50)	15	All
Total assessment			100% (100 Marks)		

	Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري
	Material Covered
١	Introduction to computer
٢	Hardware and Software
٣	Central Processing Unit
٤	Memory
٥	Storage Devices
٦	Motherboard
٧	Operating System
٨	Windows Desktop
٩	Installing and removing programs
١٠	Utility programs
١١	Internet
١٢	Cloud services
١٣	Artificial Intelligence Websites and Programs
١١	Artificial Intelligence Websites and Programs (Contd.)
١٢	Virtual Reality
١٣	Augmented Reality
١٤	Smart Websites
١٥	Final Examination

	Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر
	Material Covered
١	LAB 1: INTRODUCTION TO MICROSOFT OFFICE PROGRAM
٢	LAB 2: FILE AND HOME TABS IN MICROSOFT WORD
٣	LAB 3: INSERT TAB IN MICROSOFT WORD
٤	LAB 4: DESING AND LAYOUT TABS IN MICROSOFT WORD
٥	LAB 5: HOME AND INSERT TAB IN MICROSOFT POWERPOINT
٦	LAB 6: TRANSITIONS TAB IN MICROSOFT POWERPOINT
٧	LAB 7: ANIMATIONS TAB IN MICROSOFT POWERPOINT
٨	LAB 8: HOME TAB IN MICROSOFT EXCEL
٩	LAB 9: INSERT TAB IN MICROSOFT EXCEL
١٠	LAB 10: WRITING FORMULAS IN MICROSOFT EXCEL
١١	LAB 11: CREATING TABLES IN MICROSOFT ACCESS
١٢	LAB 12: CREATING FORMS IN MICROSOFT ACCESS
١٣	LAB 13: CREATING REPORTS IN MICROSOFT ACCESS
١٤	LAB 14: REVIEW

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	Fundamentals of Computer Work	Yes
Recommended Texts	Fundamentals of Computer Work	No

Websites	Youtube

APPENDIX:

GRADING SCHEME				
مخطط الدرجات				
Group	**Grade**	التقدير	**Marks (%)**	**Definition**
Success Group (٥٠ - ١٠٠)	**A -** Excellent	امتياز	٩٠ - ١٠٠	Outstanding Performance
	B - Very Good	جيد جدا	٨٠ - ٨٩	Above average with some errors
	C - Good	جيد	٧٠ - ٧٩	Sound work with notable errors
	D - Satisfactory	متوسط	٦٠ - ٦٩	Fair but with major shortcomings
	E - Sufficient	مقبول	٥٠ - ٥٩	Work meets minimum criteria
Fail Group (٠ – ٤٩)	**FX –** Fail	مقبول بقرار	(٤٥-٤٩)	More work required but credit awarded
	F – Fail	راسب	(٠-٤٤)	Considerable amount of work required

Note:

NB Decimal places above or below ٠,٥ will be rounded to the higher or lower full mark (for example a mark of ٥٤,٥ will be rounded to ٥٥, whereas a mark of ٥٤,٤ will be rounded to ٥٤. 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.