

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Principles		Module Delivery
Module Type	Basic		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code			
ECTS Credits	2		
SWL (hr/sem)	75		
Module Level		Semester of Delivery	
Administering Department		College	
Module Leader	Hamzah Hameed Jasim	e-mail	Hamzah.h.jasim@tu.edu.iq
Module Leader's Acad. Title	Assistant Lecturer	Module Leader's Qualification	M.Sc.
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	1.4.1

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	<ol style="list-style-type: none">1- Identify the basic components of the computer.2- Identify the types of computers and types of computer parts.3- Identify the term electronic hacking and the most important files, programs, viruses and their types that harm the computer.4- Learn how to work on the computer and use it.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	<ol style="list-style-type: none">1. Preparing the student to learn about the computer world to keep pace with scientific developments in this field .2. Instilling good morals in dealing with the electronic world and at the same time how to maintain privacy .3. Informing the student about the basic components of the computer .4. Learning about the most important programs in the Windows system and how to work on them .
Indicative Contents المحتويات الإرشادية	<p>Indicative content includes the following.</p> <p>Introduction to Operating Systems: Definition, functions, and capabilities of an operating system. Types of operating systems (e.g., Windows, macOS, Linux) with examples. Differences between operating systems and software applications. Power options: computer power on/off and power settings. (3 hrs)</p> <p>Exploring the Desktop: Navigating the desktop environment. Using the start button and working with applications. Understanding the relationship between software and hardware, their differences, importance, and influence on each other. Introduction to software updates. Exploring the taskbar. (6 hrs)</p> <p>Files and Folders: Understanding the typical window and file management. Introduction to the Recycle Bin. Understanding file names and common extensions. (6 hrs)</p> <p>Computer Hardware: Identifying various computer types . Exploring components inside a computer, such as the microprocessor, system memory, and storage systems. Recognizing input/output devices and their interaction. (٦ hrs)</p> <p>Familiarity with the control panel and its categories and usage. (6 hrs)</p> <p>Software Overview: Understanding software requirements and their implications for hardware. Introduction to different types of application software + Dealing with viruses and malwares (2 hrs)</p> <p>Main Screen Features: Common features found in word processing, spreadsheet, and presentation software. Understanding the ribbon, tabs, and status bar, and their specific functions in each application. (3 hrs)</p> <p>MS Office Basics: Definitions and key concepts in MS Office applications and Usage. (9 hrs)</p>

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	<ol style="list-style-type: none">1- Lecture2- Interrogation3- Using the smart board and projector
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Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ 14 اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	49	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	3
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	26	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
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 9	LO #1, #2, #3 and #6, #7
	Assignments	2	10% (10)	4 and 6	LO #4, #8, #12 and #5, #12
	Projects / Lab.	5	15% (15)	10,11,12, 13 and 14,	LO #7, #12, #13 and #8, #12, #13 and #9, #12, #13 and #10, #12, #13 and #11, #12, #13
	Report	1	5% (5)	6	LO #12, #7, #8 and #12
Summative assessment	Midterm Exam	3hr	10% (10)	8	LO #1 - #6
	Final Exam	4hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Definition of computers) Generations of computers, computer components, numerical systems, algorithms and plans
Week 2	Operating Systems (MS-DOS)
Week 3	Internal Commands

Week 4	External Commands
Week 5	Operating Systems (WINDOWS)
Week 6	Definition of the desktop
Week 7	Definition of the taskbar and its various tools TASKBAR
Week 8	Mid Term
Week 9	Definition of icons and how to perform various operations on them
Week 10	Definition of the control panel and how to use it
Week 11	WORDBAD to start entering the WORD program
Week 12	PAINT to teach students how to draw using a calculator
Week 13	IMAGING
Week 14	NOTEBAD
Week 15	Introduction to OFFICE97 applications

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	Lab 1: Definition of computer
Week 2	Lab 2: Introduction to the keyboard and computer parts
Week 3	Lab 3: Entering the MS-DOS system
Week 4	Lab 4: Implement internal and external commands
Week 5	Lab 5: Definition of Windows
Week 6	Lab 6: Run Windows
Week 7	Lab 7: Taskbar control
Week 8	Lab 8: Mid Term
Week 9	Lab 9: Controlling the computer using the CONTROL PANEL
Week 10	Lab 10: Printing using WORDBAD
Week 11	Lab 11: Drawing specific models using PAINT
Week 12	Lab 12: View and control images using IMAGING

Week 13	Lab 13: Printing using NOTEBAD
Week 14	Lab 14: Run some OFFICE97 applications

Learning and Teaching Resources		
مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	Internet and Computing Core Certification	No
Recommended Texts		
Websites	https://alison.com/tag/microsoft Share and Discover Knowledge on SlideShare https://support.microsoft.com/en-us/training https://support.google.com/a/users https://edu.gcfglobal.org/en/topics/googleapps/# https://edu.gcfglobal.org/en/subjects/office/# https://chat.openai.com	

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.