



MODULE DESCRIPTION FORM



نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
Module Title	Computer fundamentals		Module Delivery	
Module Type	Core		☒ Theory ☐ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar	
Module Code				
ECTS Credits	3			
SWL (hr/sem)	75			
Module Level	1	Semester of Delivery		1
Administering Department	Type Dept. Code	College	College of Engineering	
Module Leader	Omar C. Kadhum		e-mail	Omar.Jasib@alayen.edu.iq
Module Leader's Acad. Title	Assistant Professor		Module Leader's Qualification	Ph.D.
Module Tutor			e-mail	
Peer Reviewer Name	Name	e-mail	E-mail	
Scientific Committee Approval Date	28/10/2024	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. Giving the student a general idea of computer material at a study environment, library, and at home. 2. Understanding the basic rules for dealing with and managing computers (computer basics, computer components, computer and software licenses, operating systems,), With the aim of preparing the student to enter the programs he needs in the department. 3. Giving the student knowledge about the office applications as basic principles for students in the College of Engineering.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. Knowing computer peripherals, their connections and Windows system. 2. Distinguish between the important tabs in the Word program. 3. The ability to write an entire paragraph with formatting. 4. Understand the basics of power point program. 5. Understand the excel sheet program.
Indicative Contents المحتويات الإرشادية	Part A (9 hr) Introduction to computer principles. Part B (12 hr) MS Word program. Part C (12 hr) MS Excel program. Part D (12 hr) MS Power Point program.

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	1. Using computers and display screens to explain lectures to students to increase students' mental comprehension. 2. Practical applications in the computer lab of what was explained in the theoretical lecture. 3. Using direct questions in the classroom as brainstorming skills.
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	4. Encouraging students to solve class and homework assignments and to perform specialized reports.
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Student Workload (SWL)			
الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	48	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	3
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	27	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	3	15% (15)	4, 8, 12	All
	Assignments	1	5% (5)	10	All
	Lab.	15	15% (15)	Continuous	/
	Projects	1	5% (5)	13	All
Summative assessment	Midterm Exam	2hr	10% (10)	9	All
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Chapter One: Computer Fundamentals, Computer Components
Week 2	Chapter Two: Computer Safety and software Licenses.
Week 3	Chapter Three: Main operating systems
Week 4	Introduction to Microsoft word + Quizzes1
Week 5	Chapter Two: Insert Objects to Microsoft word, Editing Documents
Week 6	Chapter Three: writing the equations

Week 7	Chapter Four: Formatting Pages
Week 8	Introduction to Microsoft Excel+ Quizzes2
Week 9	Chapter Two: Additional Tasks in Microsoft word+ Midterm Exam
Week 10	Chapter Three: Additional Tasks in Microsoft word+ Assignments
Week 11	Week 11 ☐ Part3: Chapter Four: Additional Tasks in Microsoft word
Week 12	Chapter One: Introduction to Power Point+ Quizzes3
Week 13	Objects and Add Animations in Microsoft Power Point+ Project
Week 14	Chapter Three: Additional Tasks in Microsoft Excel Cont.
Week 15	Chapter Four: Additional Tasks in Microsoft Excel Cont.
Week 16	Final Exam

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	Chapter One: Computer Fundamentals, Computer Components
Week 2	Chapter Two: Computer Safety and software Licenses.
Week 3	Chapter Three: Main operating systems
Week 4	Introduction to Microsoft word + Quizzes1
Week 5	Chapter Two: Insert Objects to Microsoft word, Editing Documents
Week 6	Chapter Three: writing the equations
Week 7	Chapter Four: Formatting Pages
Week 8	Introduction to Microsoft Excel+ Quizzes2
Week 9	Chapter Two: Additional Tasks in Microsoft word+ Midterm Exam
Week 10	Chapter Three: Additional Tasks in Microsoft word+ Assignments
Week 11	Week 11 ☐ Part3: Chapter Four: Additional Tasks in Microsoft word
Week 12	Chapter One: Introduction to Power Point+ Quizzes3
Week 13	Objects and Add Animations in Microsoft Power Point+ Project
Week 14	Chapter Three: Additional Tasks in Microsoft Excel Cont.
Week 15	Chapter Four: Additional Tasks in Microsoft Excel Cont.

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	Computer Fundamentals: Concepts, Systems & Applications	Yes

Recommended Texts	- Absolute Beginners Guide to Computing Computer Basics - Absolute Beginner's Guide	No
Websites	https://www.tutorialspoint.com/word/word_move_text.htm	

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.				