

Ministry of Higher Education and Scientific Research

Supervision and Scientific Evaluation Body

Quality Assurance and Academic Accreditation Office

Course Description Sample

Subject: COMPUTER SKILLS

This course description provides a brief survey of the most important characteristics, expected learning output, showing whether students have made full use of the learning opportunities. These characteristics have to be matched with the description of the program.

1. Educational Institution	Shatt Al-Arab University College
2. Department / Center	Department of Computer Science
3. Course Title /Code	computer skills
4. Lecturer Name	Assistant Lecturer : Khalid Hameed Zaboon
5. Type of Teaching	Attendance
6. Academic Year /Term	2023-2022
7. Total No. of Teaching Hours	3
8. Date of Preparing this Course Description	2022-9-28

9. Course Objectives

A • Must be able to use windows
B • Should be able to write papers and reports using MS-Word.
C • Must be able to use windows • Should be able to write papers and reports using MS-Word.
• Should be able to create charts and analyze data using MS-Excel
D • Should be able to create a presentation using MS-PowerPoint
E • Should be able to use and search online.

F • Should be able to use and create an email

10. Course Output, Methodology and Evaluation

(A) Cognitive Objectives

A1- Describe the concept of personal computer operating systems, their functions, importance and features.

A2- Focus on understanding the basics of business administration applications.

A3- Focusing on clarifying the applications of networks and the Internet and how to manage them on the computer.

(B) Skill Objectives Related to the Program:

B1 - He exercises communication skills with others, teamwork and cooperative work in accomplishing the required assignments.

B2 - master the skills of research, report writing, presentation, discussion, and Internet research in relation to the topics of the course.

B3 - master the skills of critical and analytical thinking and problem solving

Methods of Teaching and Learning

The course studies both theoretical and practical aspects, where the theoretical side deals with the matters mentioned in the objectives Cognitive As for the practical side, at the end of the semester, the student has mastered dealing with the computer through a system Operation and management of Microsoft Office applications.

Methods of Evaluation

Number	calendar element	degree
1	short tests in the theory side	5 marks
2	practical tests conducted inside the laboratory	15 degrees
3	exams to be conducted in the semester on the theoretical side	35 marks
4	final exam on the theoretical side	35 marks
5	final exam on the practical side	35 marks

(C) Sentimental and Value Objectives

- C1-** How to benefit from managing many things in life to manage the work of the computer
- C2-** Benefiting from developing skills in managing office work.
- C3-** Focusing on developing individual skills in creativity and innovation

Methods of Teaching and Learning

- 1 - Theoretical lectures.
- 2- Practical (laboratory) lectures.

Methods of Evaluation

- 1-** Continuous evaluation and follow-up
- 2-** Focusing on the individual and collective skills of the students.
- 3-** Evaluate the achievement of homework and other tasks given during the lectures

D) General and Qualitative Skills (other skills related to the ability of employment and personal development)

- D 1-** Choosing the appropriate techniques for solving problems.
- D 2-** The ability to follow up on the problem and the interrelationship of its parts.
- D 3-** Include other additional technologies when needed and according to the system in operation

11. Course Structure

Week	No of Hours	Required Learning Output	Title of Subject	Teaching Method	Evaluation
1	4	Learn the basics and aim of operating systems	Introduction to Operating Systems	- lectures - case study -discussions	- oral tests -questions
2	4	Learn application software	Understanding application software	- lectures - case study -discussions	- oral tests -questions
3	4	computer viruses	Computer viruses	- lectures - case study -discussions	- oral tests -questions
4	4	Networking basics	The Internet	- lectures - case study -discussions	- oral tests -questions
5	4	Internet	The Internet	- lectures - case study -discussions	- oral tests -questions
6	4	Learn the basics and aim of operating systems	Introduction to Operating Systems	- lectures - case study -discussions	- oral tests -questions
7	4	Learn application software	Understanding application software	- lectures - case study -discussions	- oral tests -questions

12. Infrastructure

a. Textbooks	Steve Schwartz (2010). Microsoft Office 2010 for Windows: Visual QuickStart (Visual QuickStart Guides). Peachpit Press.
b. References	Gary B. Shelly, Misty E. Vermaat (2010). Microsoft Office 2010: Brief. Cengage Learning.

c. Recommended books and periodicals (journals, reports, etc.)	Any ECDL, ICDL or IC3 books
d. Electronic references, internet websites, etc	

13. The Plan of Improving the Course

- A.** Study the needs of the labor market.
- B.** Be aware of the experiences of other countries in the field of computers
- C.** View research works published in national and international journals in the field of computers