**Ministry of Higher Education and Scientific Research**

**Supervision and Scientific Evaluation Body**

**Quality Assurance and Academic Accreditation Office**

**Course Description Sample**

**Subject: Computer Applications (IC3)**

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| 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. |

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| 1. Educational Institution | Shatt Al-Arab University College |
| 2. Department / Center | Medical Instrumentation Engineering Department |
| 3. Course Title /Code | Computer Applications(IC3) |
| 4. Lecturer Name | Heba Ali Muhsin |
| 5. Type of Teaching | Attendance |
| 6. Academic Year /Term | Term |
| 7. Total No. of Teaching Hours | 75 |
| 8. Date of Preparing this Course Description | 12/11/2023 |

9. **Course Objectives**

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| 1-To understand operating system, be familiar with its types. |
| 2-To be familiar with the desktop, to be familiar and manage files and folders. |
| 3-To be familiar with the basic concepts of hardware components of the  computer. |
| 4-To be able to use the basic functions in control panel, to recognize software types. |
| 5-To be able to understand the basic similarities and differences among (MS  Office) applications. |
| 6-To be able to use MS Word program, to be able to use MS Excel program, to be able to use MS PowerPoint program, to be able to use MS Outlook. |
| 7- To be familiar with search engines and the World Wide Web, to be able to use Google apps, to be introduced to AI tools. |

10. **Course Output, Methodology and Evaluation**

(A) **Cognitive Objectives**

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| a- Demonstrate understanding of operating systems, including their types.  b- Navigate and utilize the desktop effectively.  c- Manage files and folders proficiently.  d- Identify hardware components of a computer system.  e- Utilize the control panel efficiently.  f- Differentiate software types and their applications.  g- Effectively utilize essential applications such as MS Office. |

(B) **Skill Objectives Related to the Program**:

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| a- Demonstrate proficiency in using the MS Word program.  b- Demonstrate proficiency in using the MS Excel program.  c- Demonstrate proficiency in using the MS PowerPoint program.  d- Utilize MS Outlook for email and scheduling purposes.  e- Navigate search engines and utilize the World Wide Web effectively.  f- Utilize Google apps for various tasks. |

**Methods of Teaching and Learning**

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| 1. Using already- prepared lectures. 2. Using up-to-date data shows. 3. Homework 4. Adopting group discussions. 5. Lab. projects |

**Methods of Evaluation**

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| **Number calendar element degree**   1. Quizzes 10 2. Report 5 3. Lab. Projects 15 4. Assignments 10 5. Midterm Exam 10 6. Practical exams (lab) 10 7. Final Exam 40 |

(C) **Sentimental and Value Objectives**

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| a- Realizing ethical objectives and commitment to university traditions.  b- Promoting students' personal abilities in educational scopes and how to behave well with others.  c- Compliance with the University Instructions and the Ministry Regulations.  d- Active participation in the service of his peers and the service of the community and the country. |

**Methods of Teaching and Learning**

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| a. Using already- prepared lectures.  b. Using up-to-date data shows.  c. Homework  d. Adopting group discussions.  e. Showing practical cases. |

**Methods of Evaluation**

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| 1. Quizzes 2. Report 3. Lab. Projects 4. Assignments 5. Midterm Exam 6. Final Exam 7. Practical exams (lab) 8. Students' Regular Attendance |

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

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| 1. Enabling students to acquire the skill communicate with others and understand and read team programs. 2. Enabling students to apply creative thinking. 3. Enabling students to use modern methods of analysis and conclusions. 4. Enabling students to use of modern technology. |

11. **Course Structure**

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| **Week** | **No of Hours** | **Required Learning Output** | **Title of Subject** | **Teaching Method** | **Evaluation** |
| 1 | 1 theoretical lectures  + 1 lab | To understand operating system, be familiar with its types. | Introduction to operating system and its types, the differences between operating systems and  software applications; Common operating system features | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 2 | 1 theoretical lectures  + 1 lab | To be familiar with the desktop | Looking and navigation of the desktop; start button components ; Understanding Taskbar ,Software  And hardware relationship | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 3 | 1 theoretical lectures  + 1 lab | To be familiar and manage files and folders. | Software updates+, Files and folders looking at typical window.+ Understanding files and folders+  Libraries | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 4 | 1 theoretical lectures  + 1 lab | To be familiar with the basic concepts of hardware components of the  computer. | understanding Recycle bin; understanding file name and common extensions. View options +  Computer hardware identifying computers | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 5 | 1 theoretical lectures  + 1 lab | To be familiar with the basic concepts of hardware components of the  computer. | Looking inside a computer (microprocessor, system memory, storage systems)+ recognizing input/  output devices + understanding how it works together | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 6 | 1 theoretical lectures  + 1 lab | To be able to use the basic functions in control panel. | Understanding control panel categories + Understanding Ease of access + Understanding User  account rights | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 7 | 1 theoretical lectures  + 1 lab | To recognize software types. | What is software , application software + Avoiding and dealing Viruses and malwares | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 8 | 1 theoretical lectures  + 1 lab | To be able to understand the basic similarities and differences among (MS  Office) applications. | MS office common features and differences | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 9 | 1 theoretical lectures  + 1 lab | To be able to use MS Word program, to be able to use MS PowerPoint program. | Basic concepts and Usage of MS Word + Basic concepts and Usage of MS Power Point | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 10 | 1 theoretical lectures  + 1 lab | To be able to use MS Excel program, to be able to use MS Outlook. | Basic concepts and Usage of MS Excel + Basic concepts and Usage of MS Outlook | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 11 | 1 theoretical lectures  + 1 lab | To be familiar with search engines and the World Wide Web. | Introduction to Google apps | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |
| 12 | 1 theoretical lectures  + 1 lab | To be able to use Google apps, to be introduced to AI tools. | Digital citizenship identifying ethical issues; protecting your data or computer | - Theoretical lectures  - Practical  -Discussions | - Achievement test  - Discussions and questions - Homeworks |

12.**Infrastructure**

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| a. Textbooks | Internet and Computing Core Certification |
| b. References |  |
| c. Recommended books and periodicals (journals, reports, etc.) | Internet and Computing Core Certification |
| d. Electronic references, internet websites, etc | <https://alison.com/tag/microsoft>  [https://edu.gcfglobal.org/en/topics/googleapps/#](https://edu.gcfglobal.org/en/topics/googleapps/)  <https://support.microsoft.com/en-us/training> |

13. **The Plan of Improving the Course**

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| Increasing the number of practical lecture hours to three hours instead of the current two, where the additional hour is devoted to discussing additional methods and examples with the expansion of seminars, which leads to a better understanding of the vocabulary of the course. |