Ministry of Higher Education and Scientific Research

Supervision and Scientific Evaluation Body

Department of Quality Assurance and Academic Accreditation

Course Description Form

Course Description	Computer (1)

This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he has made maximum use of the available 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	Business Administration
3. Course Title /Code	Computer (1) / BA114
4. Lecturer Name	Asst. Lecturer Anees Basil Abdulkareem
5. Type of Teaching	Attendance
6. Academic Year /Term	First Semester – Stage (1)
7. Total No. of Teaching Hours	45

8. Date of Preparing this Course Description	24/11/2023

9. Course Objectives

a. Providing students with the most important principles and basics of (**Computer (1)**)
b. Teaching students how to apply (**Computer (1)**)
c. Providing graduates with the necessary knowledge on (**Computer (1)**)
d. Improving the administrative skills in the field of (**Computer (1)**)
e. Providing graduates with the skills of education and creative learning.

10. Course Output, Methodology and Evaluation

(A) Cognitive Objectives

a. Enabling students to acquire knowledge and the art of (Computer (1))
b. Acquainting students with how to promote their personal knowledge.
c. Helping students to acquire knowledge in the art of (Computer (1))
d. Enabling students to sharpen their skills in the dynamic work environment.
e. Enabling students to invest their scientific abilities in their working place in the scope of (Computer (1))
f. Helping students to get the necessary knowledge to solve problems (Computer (1))

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

a. Scientific Skills
b. Leadership Skills
c. Skills Related to Administrative Work Challenges

Methods of Teaching and Learning

a. Using already– prepared lectures.
b. Using up–to–date data shows.
c. Homework
d. Adopting group discussions.

Methods of Evaluation

a. Completing the application
b. Monthly tests
c. Daily quizzes
d. Students' Regular Attendance

(C) Sentimental and Value Objectives

a. **Realizing ethical objectives.**
b. **Commitment to university traditions.**
c. **Compliance with the University Instructions and the Ministry Regulations.**
d. **Promoting students' personal abilities in educational scopes and how to behave well with others.**

Methods of Teaching and Learning

a. **Lectures on university instructions.**
b. **Educational guidance lectures.**
c. **Continuous directing.**
d. **Visiting State and private institutions.**
e. **Showing practical cases.**

Methods of Evaluation

a. Daily quizzes.
b. Classroom discussions and commitment to ethics and sublime values.
c. Special marks for class activities.
d. Monthly and quarterly evaluation.

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

a. Enabling students to acquire the skill and art of (Computer (1))
b. Enabling students to apply creative thinking in (Computer (1))
c. Enabling students to use modern methods of analysis and conclusions.
d. Enabling students on (Computer (1))

11. Course Structure

Week	No of Hours	Required Learning Output	Title of Subject	Teaching Method	Evaluation
1	3	student understands the subject	Introduction to computers	theory + practical application	– Completing the application –questions
2	3	student understands the subject	Hardware componentes	theory + practical application	– Completing the application –questions
3	3	student understands the subject	Software componentes	theory + practical application	– Completing the application –questions
4	3	student understands the subject	OS	theory + practical application	– Completing the application –questions
5	3	student understands the subject	Operating system components	theory + practical application	– Completing the application –questions

6	3	student understands the subject	desktop and its components	theory + practical application	– Completing the application –questions
7	3	student understands the subject	Files and folders management	theory + practical application	– Completing the application –questions
8	3	student understands the subject	Shortcuts menu and list	theory + practical application	– Completing the application –questions
9	3	student understands the subject	Basic operations	theory + practical application	– Completing the application –questions
10	3	student understands the subject	Dealing with the Recycle Bin	theory + practical application	– Completing the application –questions
11	3	student understands the subject	Settings and dealing with devices –1	theory + practical application	– Completing the application –questions

12	3	student understands the subject	Settings and handling devices –2	theory + practical application	– Completing the application –questions
13	3	student understands the subject	Internet	theory + practical application	– Completing the application –questions
14	3	student understands the subject	viruses	theory + practical application	– Completing the application –questions
15	3	student understands the subject	The most important solutions to computer problems	theory + practical application	– Completing the application –questions

12. Infrastructure

a. Textbooks	Computer Basics – Dr. Muhammed Fuad
b. References	Computer Basics – Dr. Tariq Alnasroi Windows Operating System Fundamentals Microsoft Official Academic Course
c. Recommended books and periodicals (journals, reports, etc.)	
d. Electronic references, internet websites, etc	https://learn.microsoft.com/en-us/windows/

13. The Plan of Improving the Course

a. Studying labor market needs.
b. Be informed of the experiences of other countries in the field of (Computer (1))
c. Be informed of research work published in national and international journals in the field of Principles of (Computer (1))