

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Skills		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	CSIT0102		
ECTS Credits	7		
SWL (hr/sem)			
Module Level	1	Semester of Delivery	1
Administering Department	CIS	College	CSIT
Module Leader	Ebtisam.s.jaber	e-mail	
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification	MSc.
Module Tutor	Name (if available)	e-mail	ebtesam.jaber@uobasrah.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	01/06/2023	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module		Semester	

Co-requisites module	Principles of information technology	Semester	2
-----------------------------	--------------------------------------	-----------------	---

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p>Module Objectives</p> <p>أهداف المادة الدراسية</p>	<p>This course aims at teaching students how to use a variety of computer applications as tools to improve students' performance in school, increase their future productivity in the work place and enhance their level of critical thinking. Students will use computer networks and applications to locate, evaluate, and use information, create written documents and oral presentations. This course will assist students in understanding the underlying concepts of these technologies and provide project-oriented learning opportunities. The goal is for students to become independent users of information, computer technology and library resources.</p>
<p>Module Learning Outcomes</p> <p>مخرجات التعلم للمادة الدراسية</p>	<p>The student will acquire fundamental computer skills that can be effectively applied to data processing and presentation tasks. This includes gaining proficiency in essential computer operations, such as file management, utilizing productivity tools, and navigating digital interfaces. Through practical application, the student will develop the ability to handle and manipulate data, as well as create compelling presentations.</p>
<p>Indicative Contents</p> <p>المحتويات الإرشادية</p>	<ol style="list-style-type: none"> 1. Introduction to the computer <ul style="list-style-type: none"> - Basic components of a computer (monitor, CPU, storage, etc.) - Keyboard vs. mouse - Desktop vs. laptop - Activity: power off/on computers 2. Introduction to Windows <ul style="list-style-type: none"> - Desktop (icons, Start button, taskbar) - Cursor/mouse - Activity: click & drag desktop icons - Programs (3 ways to start programs: icon, Start, All Programs) 3. Typing

4. Windows Navigation

- Window features (minimize, resize, exit, click & drag)
- Menu bar (drop-down arrow)
- Tool bar (icons) (roll cursor over to ID)
- Scrolling
- Multiple ways to do the same thing (menu, icon, keyboard)

5. Word

- How to open Word (icon, Start menu, All Programs)
- What is a "document"
- Using the cursor with text (how to position, different types of cursor)
- Review menu bar and tool bar
- Using the keyboard with text (arrows, backspace, delete, tab, shift, space, enter keys)
- Highlighting text (click & drag, full line from margin, edit/select all)
- Requirement to highlight text for formatting commands
- Formatting commands (Bold/Italicize/Underline, show as "on/off" icons)
- Font size, Font type (review drop-down arrow)
- Text color, Text highlight (review drop-down arrow)
- Alignment (left, center, right)
- Undo/Redo
- Spell check (by the word, by the document)
- Find/replace
- Bullets/numbers
- Review Windows Navigation (lesson 6)
- Copy/cut/paste

6. Excel

- Introduction to Excel (cells, row, column)
- Tables
- Basic Excel formulas

7. Windows File Management

	<ul style="list-style-type: none"> - Options for storage (internal drive, flash drive, CD/DVD) - Introduce Flash Drive - Files and Folders - My Computer - Save As, Save and Exit without changes <p>8. Internet Navigation</p> <ul style="list-style-type: none"> - What is the Internet - What is a Web Browser - Links and navigation bars - Back & forward arrow buttons, home button - Address bar (how to use the website address/URL in the address bar) <p>9. Internet Search</p> <ul style="list-style-type: none"> - How to start a web browser (Mozilla Firefox or Internet Explorer) - Getting to Google (toolbars, search box, other Google features) - Job search <p>10. EMAIL</p> <ul style="list-style-type: none"> - Open new email - Send emails (attachment, text...)
--	---

<p>Learning and Teaching Strategies</p> <p>استراتيجيات التعلم والتعليم</p>	
Strategies	<p>The primary approach for delivering this module will focus on fostering active student engagement in exercises, while simultaneously enhancing their critical thinking abilities. This will be accomplished through a combination of classroom and laboratory sessions, interactive tutorials, and the incorporation of captivating sampling activities to facilitate hands-on learning experiences for the students.</p>

Student Workload (SWL)

الحمل الدراسي للطلاب محسوب لـ ١٥ أسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطلاب خلال الفصل	77	Structured SWL (h/w) الحمل الدراسي المنتظم للطلاب أسبوعيا	4
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطلاب خلال الفصل	98	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطلاب أسبوعيا	5
Total SWL (h/sem) الحمل الدراسي الكلي للطلاب خلال الفصل	175		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

Material Covered
