استمارة وصف البرنامج الاكاديمي للعام الدراسي ٢٠٢٤_٢٠٢٥ للكليات والمعاهد

الجامعة : جامعة شط العرب الاهلية

الكلية /المعهد : الكلية التقنية الهندسية

القسم العلمي : قسم هندسة تقنيات الأجهزة الطبية

تاريخ ملء الملف : 2025/8/4

التوقيع :

اسم رئيس القسم : لـتّقا و نبيل حسين

التاريخ : 2025 /8/ 4

التوقيع :

اسم المعاون العلمي: أ.د. كامل حسين السوداني

التاريخ : 4/8/2025

الاستاذ الدكتور

كامل حسين السوداني

كيمياء تحليلية

دقق الملف من قبل

شعبة ضمان الجودة والأداء الجامعي

اسم مدير شعبة ضمان الجودة والأداء الجامعي: التاريخ

/ /

التوقيع

مصادقة السيد العميد

أ.م.د. مازن عبدالاله علوان

عميد الكلية التقنية الهندسية

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

<table>
<tr><td colspan="4" align="center">Module Information
معلومات المادة الدراسية</td></tr>
<tr><td>Module Title</td><td align="center">Computer Principles</td><td colspan="2">Module Delivery</td></tr>
<tr><td>Module Type</td><td align="center">Basic</td><td colspan="2" rowspan="4">☒ Theory
☐ Lecture
☒ Lab
☐ Tutorial
☐ Practical
☐ Seminar</td></tr>
<tr><td>Module Code</td><td align="center">MTU1004</td></tr>
<tr><td>ECTS Credits</td><td align="center">3</td></tr>
<tr><td>SWL (hr/sem)</td><td align="center">75</td></tr>
<tr><td>Module Level</td><td align="center">UGI</td><td>Semester of Delivery</td><td align="center">1</td></tr>
<tr><td>Administering Department</td><td align="center">MIET</td><td>College</td><td align="center">EETC</td></tr>
<tr><td>Module Leader</td><td align="center">Sarah Amer Dawood</td><td>e-mail</td><td align="center">Sarah.aldoori@mtu.edu.iq</td></tr>
<tr><td>Module Leader's Acad. Title</td><td align="center">Assistant Lecturer</td><td>Module Leader's Qualification</td><td align="center">M.Sc.</td></tr>
<tr><td>Module Tutor</td><td align="center">Name (if available)</td><td>e-mail</td><td>E-mail</td></tr>
<tr><td>Peer Reviewer Name</td><td align="center">Amal Ibrahim</td><td>e-mail</td><td>Aml.alzubedy@mtu.edu.iq</td></tr>
<tr><td>Scientific Committee Approval Date</td><td align="center">8/11/2023</td><td>Version Number</td><td>1.0</td></tr>
</table>

<table>
<tr><td colspan="4" align="center">Relation with other Modules
العلاقة مع المواد الدراسية الأخرى</td></tr>
<tr><td>Prerequisite module</td><td align="center">None</td><td>Semester</td><td></td></tr>
<tr><td>Co-requisites module</td><td align="center">None</td><td>Semester</td><td></td></tr>
</table>

	Module Aims, Learning Outcomes and Indicative Contents
	أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	1. To understand operating system, be familiar with its types. 2. To be familiar with the desktop. 3. To be familiar and manage files and folders. 4. To be familiar with the basic concepts of hardware components of the computer. 5. To be able to use the basic functions in control panel. 6. To recognize software types. 7. To be able to understand the basic similarities and differences among (MS Office) applications. 8. To be able to use MS Word program. 9. To be able to use MS Excel program. 10. To be able to use MS PowerPoint program. 11. To be able to use MS Outlook. 12. To be familiar with search engines and the World Wide Web. 13. To be able to use Google apps. 14. To be introduced to AI tools.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. Demonstrate understanding of operating systems, including their types. 2. Navigate and utilize the desktop effectively. 3. Manage files and folders proficiently. 4. Identify hardware components of a computer system. 5. Utilize the control panel efficiently. 6. Differentiate software types and their applications. 7. Effectively utilize essential applications such as MS Office. 8. Demonstrate proficiency in using the MS Word program. 9. Demonstrate proficiency in using the MS Excel program. 10. Demonstrate proficiency in using the MS PowerPoint program. 11. Utilize MS Outlook for email and scheduling purposes. 12. Navigate search engines and utilize the World Wide Web effectively. 13. Utilize Google apps for various tasks. 14. Basic Use of AI tools.
Indicative Contents المحتويات الإرشادية	Indicative content includes the following. Introduction to Operating Systems: Definition, functions, and capabilities of an operating system. Types of operating systems (e.g., Windows, macOS, Linux) with examples. Differences between operating systems and software applications. Power options: computer power on/off and power settings. (3 hrs) Exploring the Desktop: Navigating the desktop environment. Using the start button and working with applications. Understanding the relationship between software and hardware, their differences, importance, and influence on each other. Introduction to software updates. Exploring the taskbar. (6 hrs) Files and Folders: Understanding the typical window and file management. Introduction to the Recycle Bin. Understanding file names and common extensions.

	(6 hrs)
	Computer Hardware: Identifying various computer types . Exploring components inside a computer, such as the microprocessor, system memory, and storage systems. Recognizing input/output devices and their interaction. (6 hrs)
	Familiarity with the control panel and its categories and usage. (6 hrs)
	Software Overview: Understanding software requirements and their implications for hardware. Introduction to different types of application software + Dealing with viruses and malwares (2 hrs)
	Main Screen Features: Common features found in word processing, spreadsheet, and presentation software. Understanding the ribbon, tabs, and status bar, and their specific functions in each application. (3 hrs)
	MS Office Basics: Definitions and key concepts in MS Office applications and Usage. (9 hrs)
	Google apps and Gmail (3hrs)
	Digital Citizenship: Identifying ethical issues in the digital realm, including intellectual property, copyright, and licensing. Protecting data and computers from software threats and understanding viruses. Ensuring online privacy and security. And basic understanding and usage for AI tools (3 hrs)

Learning and Teaching Strategies	
استراتيجيات التعلم والتعليم	
Strategies	Incorporate a mix of theoretical study, hands-on practice, experimentation, and real-world applications to reinforce understanding and proficiency in each of the desired learning outcomes. Seek feedback, engage in discussions, and actively participate in exercises to enhance learning and address any gaps in knowledge.

Student Workload (SWL)			
الحمل الدراسي للطالب محسوب لـ **14** اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	49	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	3
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	26	**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	2	10% (10)	5 and 9	LO #1, #2, #3 and #6, #7
	Assignments	2	10% (10)	4 and 6	LO #4 ,#8, #12 and #5, #12
	Projects / Lab.	5	15% (15)	10,11,12, 13 and 14,	LO #7, #12, #13 and #8 , #12, #13 and #9, #12, #13 and #10, #12, #13 and #11, #12, #13
	Report	1	5% (5)	6	LO #12, #7, #8 and #12
Summative assessment	Midterm Exam	3hr	10% (10)	8	LO #1 - #6
	Final Exam	4hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Introduction to operating system and its types, the differences between operating systems and software applications; Common operating system features.
Week 2	Looking and navigation of the desktop; start button components ; Understanding Taskbar ,Software and hardware relationship.
Week 3	Software updates+, Files and folders looking at typical window.+ Understanding files and folders+ Libraries
Week 4	understanding Recycle bin; understanding file name and common extensions. View options + Computer hardware identifying computers
Week 5	Looking inside a computer (microprocessor, system memory, storage systems)+ recognizing input/ output devices + understanding how it works together.
Week 6	Understanding control panel categories + Understanding Ease of access + Understanding User account rights
Week 7	What is software , application software + Avoiding and dealing Viruses and malwares
Week 8	**Mid Term**
Week 9	MS office common features and differences

Week 10	Basic concepts and Usage of MS Word + Basic concepts and Usage of MS Power Point
Week 11	Basic concepts and Usage of MS Excell + Basic concepts and Usage of MS Outlook
Week 12	Introduction to Google apps
Week 13	Digital citizenship identifying ethical issues; protecting your data or computer
Week 14	Basic understanding and usage for AI tools
Week 15	**Preparatory week before the final Exam**

	Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر
	Material Covered
Week 1	Lab 1: Getting to know computer hardware + turn on and shut down options +looking at the desktop + using mouse (Menu, pointing, selecting, dragging, scrolling and execution)+ using start button
Week 2	Lab 2: Create a folder (and file) , Rename, Copy, Cut, find, shortcut +Recycle bin ; using task bar
Week 3	Lab 3: looking at a typical window +control buttons + move, resize a window+ view options+ select files + file options +using taskbar.
Week 4	Lab 4: Install, open, close, and(control panel- Programs) uninstall applications(internet and other sources); Control Panel (power options), Control Panel (add a device or printer), Control Panel (Project)
Week 5	Lab 5: Personalization (background and color) +(User Account (create a standard account, change password , picture and name) Control Panel- Clock and region (change date, time , and region) + Ease of Access (Narrator, Magnifier, on screen keyboard)).
Week 6	Lab 6: MS Office (word, Excel, Power point, outlook) Starting each program and identify the main screen in details as title bar, main ribbons, etc.
Week 7	Lab 7: MS Word (Home Tab, Insert Tab, Layout Tab, View Tab + Watermark, Page boarder and Page color).
Week 8	Lab 8:**Mid Term**
Week 9	Lab 9: MS Excel (Home Tab, Insert, Page layout, Formula, Data).
Week 10	Lab 10: MS Power Point (Home Tab, Insert, Design, Transition, Animation).

Week 11	Lab 11: MS outlook (Home Tab, send and receive) + Calendar
Week 12	Lab 12: **Google apps Vs MS office.**
Week 13	Lab 13: Creating Gmail+ basic e-mail functions+ using google class.Using internet (Google scholar + fining courses and materials, Khan academy and finding resources).
Week 14	Lab 14: Using AI tools

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	Internet and Computing Core Certification	No
Recommended Texts		
Websites	https://alison.com/tag/microsoft Share and Discover Knowledge on SlideShare https://support.microsoft.com/en-us/training https://support.google.com/a/users https://edu.gcfglobal.org/en/topics/googleapps/# https://edu.gcfglobal.org/en/subjects/office/# https://chat.openai.com	

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.