**Course Description Form**

# Description of the location

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the available learning opportunities . It must be linked to the course description. The program .

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| Shatt al-Arab Private University | 1. Educational institution |
| Computer Science | 2. Scientific Department / Center |
| computer skills | 3. Course name / code |
|  | 4. Available forms of attendance |
| 15 weeks | 5. Semester / Year​ |
|  | 6. Number of study hours ( total ) |
| 29/7/2025 | 7. Date of preparation of this description |
| 8. Course objectives  This course aims to teach students how to use various computer applications as tools to improve their academic performance, increase their future work productivity, and enhance their critical thinking . Students will use computer networks and applications to locate, evaluate, and use information, and create written documents and oral presentations . This course will help students understand the basic concepts of these technologies and provide them with project-based learning opportunities . The goal is for students to become independent users of information, computer technology, and library resources . | |

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| 9. Course outcomes, teaching, learning and assessment methods |
| A - Cognitive objectives  1- The student should identify the basic components of the computer and distinguish between hardware and software .  2- The student should explain the functions of different operating systems, such as Windows , Linux , Mac OS , and the role of BIOS in startup .  3- The student should become familiar with the types of application software and their areas of use, especially the Microsoft Office package.  4- The student should clarify the concepts of digital storage and file systems, and understand how to organize and manage files and folders .  5- The student should explain the concepts and types of networks, identify their basic components, and the protocols used, such as TCP/IP.  6- The student should realize the importance of protection and cyber security programs, and distinguish between types of viruses and malware and ways to prevent them . |
| B - Course specific skill objectives  1- The student should operate the computer and deal with the basic operating systems in a practical manner .  2- The student should use Microsoft Office applications (Word, Excel, PowerPoint, Access) to accomplish various office tasks efficiently .  3- The student should manage files and folders effectively, in terms of creating, naming, copying, moving, and deleting .  4- The student must apply basic protection measures on the computer, such as scanning the device for viruses and updating security software . |
| Teaching and learning methods |
| The primary approach to delivering this module will focus on promoting students' active participation in exercises, while simultaneously enhancing their critical thinking skills . This is achieved through a combination of classroom and laboratory sessions, interactive lessons, and the integration of engaging model activities to facilitate students' practical learning experiences . |
| Evaluation methods   1. Theoretical tests ( short and final ):     * To assess cognitive understanding of basic concepts such as computer components, operating systems, networks, and information security . 2. Practical tests :     * To evaluate the student's performance in using programs such as Word, Excel, PowerPoint , and performing practical tasks within a computer environment . 3. Homework and practical assignments :     * Such as preparing presentations, designing simple databases, and creating professionally formatted documents . 4. Individual or group projects :     * Example : A small project to create an Excel file containing equations, or design a PowerPoint presentation on a technical topic . 5. Classroom follow-up and practical participation :     * Observing the student’s level of interaction during practical lessons and his commitment to practical steps . 6. Quizzes :     * For continuous and rapid assessment of the progress of the content . |
| C - Emotional and value goals  1- The student should appreciate the importance of the computer and its role in facilitating work, learning and daily life .  2- The student must demonstrate a commitment to using technology in an ethical, safe and responsible manner .  3- The student should have a spirit of cooperation and participation with his colleagues when working on group projects or applications .  4- The student should show interest in developing his technical skills and keeping up with updates in the world of information technology . |
| Teaching and learning methods |
| 1. Interactive theoretical lectures     * It is used to introduce basic concepts such as computer components, operating systems, software, and information security, and supports the achievement of cognitive objectives . 2. Practical lessons in laboratories     * To train students practically on the use of computer applications (Microsoft Office) and provide them with the necessary technical skills, which supports the skill objectives . 3. Classroom and extracurricular assignments and activities     * It enhances self-learning, provides students with skills to analyze and implement tasks, and contributes to instilling values associated with the responsible use of technology . 4. Teamwork and joint projects     * It develops cooperation, leadership, and experience sharing skills, and supports emotional and skill goals . 5. Class discussions and presentations     * It encourages critical thinking, enhances self-confidence and communication skills, and supports value and emotional goals . 6. Electronic educational resources     * Digital support materials are provided to help students learn independently and continue outside of lecture time, enhancing various aspects of learning. |
| Evaluation methods |
| 1. Quizzes – 10 %    * It is conducted twice during the semester ( in weeks 5 and 10) to measure immediate comprehension of theoretical concepts .    * Focuses on learning outcomes related to computer basics, operating systems, and some basic software, providing a preliminary assessment to improve performance before major exams . 2. Formal Assignments – 10 %    * It is assigned twice ( in weeks 2 and 12) and includes activities such as creating a document, analyzing computer components, or designing a simple database .    * It aims to enhance individual learning and develop technical skills .    * It helps motivate students to apply the material outside the classroom . 3. Projects / Lab Work – 10%    * It is carried out continuously throughout the semester, and may include preparing an Excel file , a presentation, or a simple project using Office tools.    * Direct practical application reflects and measures all learning outcomes through actual performance in a laboratory environment . 4. Report – 10 %    * Required in week 13 , it is often an analytical report on a system or technology used in the computer field .    * It is used to measure technical writing skills, research, and linking theoretical knowledge to application. 5. Midterm Exam – 10 %    * theoretical and / or practical exam, held mid-term ( week 7).    * Measures learning outcomes, providing an opportunity to review performance and guide the student before the final exam . 6. Final Exam – 50 %    * A comprehensive test ( mostly theoretical and practical ) is held in week 16 and lasts for three hours .    * It evaluates all learning outcomes of the course ( cognitive, skill-based, and value-based ) , and forms the basis for determining the student’s final grade . |
| D - General and transferable skills ( other skills related to employability and personal development ).   1. Basic computer and office technology skills     * Microsoft Office applications (Word, Excel, PowerPoint , etc. ) , which is a basic requirement for most administrative and educational jobs . 2. Organizational and time management skills     * By adhering to deadlines for assignments and projects and working on multiple tasks efficiently . 3. Digital research and analysis skills     * Ability to research technical information, analyze data, and write source-supported technical reports . 4. Teamwork and effective communication skills     * Interact within collaborative working groups, contribute to presentations or implement joint projects . |
| 10. Course structure |

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| Learning method | Unit / Topic Name | Required learning outcomes | watches | week |
| Lecture + Lab | Introduction to computers and their general systems | LO1: Identify computer components and their functions. | 2 | 1 |
| Lecture + Activity | Computer components ( hardware ) | LO2: Classify input, processing, storage and output units | 2 | 2 |
| Lecture + Lab | Software : System and Application | LO3: Distinguish between operating systems and applications | 2 | 3 |
| Lecture + practical application | BIOS , Boot and Operating System Features | LO4: Explain the operation of BIOS and its role in system booting. | 2 | 4 |
| Lecture + Test | First short test + review | LO1, LO2 | 2 | 5 |
| Lecture + Lab | Operating systems (Windows, Linux, Mac OS) | LO5: Compare different operating systems | 2 | 6 |
| Lecture + Test | Midterm exam | LO1 – LO7 | 2 | 7 |
| Lecture + Lab | Microsoft Office Suite Components | LO6: Identify the uses of office software | 2 | 8 |
| Lecture + practical application | Microsoft Word | LO7: Perform text and document formatting tasks | 2 | 9 |
| Lecture + Test | Second short test | LO10, LO11 | 2 | 10 |
| Lecture + Lab | Microsoft Excel | LO8: Create tables and mathematical equations | 2 | 11 |
| Lecture + Homework | Application assignment using Word or Excel | LO6, LO7 | 2 | 12 |
| Lecture + Project | Prepare a report using Office tools | LO5, LO8, LO10 | 2 | 13 |
| Lecture + Lab | Networks, Internet, and Protocols | LO9: Identify networks and their basic components. | 2 | 14 |
| Lecture + Review | Comprehensive review of learning outcomes | All LO | 2 | 15 |

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| 11. Infrastructure | |
| 1- Required textbooks | **Microsoft Office 2013** Visual Quickstart Guide *by Steve*  *Schwartz* |
| 2- Main references ( sources ) | Gary B. Shelly, Misty E. Vermaat (2010). Microsoft Office 2010:  Brief. Cengage Learning. OR any ECDL, ICDL or IC3 books |
| A ) Recommended books and references ( scientific journals , reports , etc.) |  |
| b ) Electronic references , websites , etc. | <https://www.microsoft.com> |

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| 12. Curriculum Development Plan |
| The Computer Skills course is continuously being developed to keep pace with rapid technological developments . The development plan includes updating the course content to align with the latest software and operating systems, and increasing practical activities and projects that enhance students' digital skills . Modern educational methods such as e-learning and interactive resources will also be adopted, in addition to diversifying assessment methods to include interim and practical assessments, ensuring learning outcomes that align with labor market requirements . |