**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 objectivesThis 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 objectives1- 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 objectives1- 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 methods1. 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 .
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| C - Emotional and value goals1- 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.
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| 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 .
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| 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 .
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| 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 . |