وزارة التعليم العالي والبحث العلمي
جـــهاز الإشـــراف والتقـــويم العلـمي
دائرة ضمان الجودة والاعتماد الأكاديمي

استمارة وصف البرنامج الأكاديمي للكليات والمعاهد

للعام الدراسي 2024-2025

الجامعة: شط العرب
الكلية / القانون
القسم العلمي / القانون
تاريخ ملء الملف: 2024/9/1

التوقيع:
اسم رئيس القسم: أ.م.د ماجد سلمان حسين
التاريخ:

التوقيع:
اسم المعاون العلمي: م.د يوسف سامي يوسف
التاريخ:

دقق الملف من قبل شعبة ضمان الجودة والأداء الجامعي
اسم مسؤول شعبة ضمان الجودة والأداء الجامعي:
التاريخ / /
التوقيع

جامعة شط العرب
كلية القانون
العمادة
SHATT-L ARAB UNIVERSITY

أ. د. علي حسين منهل
عميد كلية القانون

مصادقة السيد العميد

Course Description Form

:Instructor's name

Jawad K. Hussein .M.M .1

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 program description

Shatt al-Arab University	.1 Educational institution
Department of Law	.2 University Department / Center
computer	.3 Name / Code
My daily attendance	.4 Available attendance forms (daily, weekly, monthly)
First and Second **2024-2025** Semesters	.5 semester / year
hours per week (3)	.6 Number of study hours (total)
2024/9/1	.7 Date this description was prepared
	.8 Course objectives

1. Introducing students to the basics of computers in terms of hardware and software componentsand theirfunctions .
2. Develop skills in using operating systems and managing files .efficiently
3. Providing students with the ability to use office application programs such as word processors, spreadsheets, and .presentations
5. Enhancing logical thinking and problem-solving skills using computers

9. Learning outcomes, teaching and learning methods, and assessment

. **A- Cognitive** objectives

1. To introduce the student to the concept of computers and . their importance in daily life and scientific fields
2. To distinguish betweenthe hardware and software components . of the computer
3. To explain the mechanism of operating systems and their . basic functions
4. To explain the basics of dealing with office application programs(word processing - spreadsheets - presentations).
5. To explain how computer networks work and the concept . of the Internet and its services
6. To describe the principles of information security and . methods of data protection
7. To explain the basic concepts of programming and . algorithms
8. To link theoretical concepts of computers with their . practical applications

. **B** - The **skill objectives of the course**

1. The student should be able to operate the computer and manage . files and folders efficiently
2. To use operating systems to execute commands and organize data .
3. To create and edit documents using word processors professionally .
4. . To design spreadsheets and apply equations and graphs to them
5. To prepare comprehensive presentations using interactive . presentation software
6. Use the Internet to search for information, download files, and send . email
7. To implement basic procedures to protect files and secure . information
8. To write simple programs using the prescribed programming

.language to solve specific problems

Teaching and learning methods

1. Theoretical lectures to explain the basic concepts and principles of . computers
2. Demonstrationto show the steps of implementing computer tasks to the . students
3. Practical training in the laboratory to enable students to apply skills . using the computer
4. Project-Based . Learning to develop research and teamwork skills
5. Interactive learning through classroom questions, problem solving, and . discussions
6. Use presentations and multimedia to illustrate concepts and simplify . information
7. Self-learning by assigning students research or training tasks using electronic resources

Evaluation methods

1. Theoretical tests to measure the level of understanding of concepts . and information
2. Practical tests in the laboratory to assess applied skills in using . computers and programs
3. Homework and tasks to measure the student's ability to research . and self-application
4. Presentations and projects to measure creativity and teamwork . skills
5. Short tests(quizzes) to measure immediate achievement and . understanding of lessons
6. Class participation to measure interaction, contribute to discussions . and solve problems
7. . Final exam to measure the overall achievement of the course

C - Emotional and value-based goals

- Promote discipline and commitment in completing assigned tasks . and duties
- Developing the spirit of cooperation and teamwork during joint . projects
- Instilling the values of academic integrity and respect for intellectual . property rights
- . Promote critical thinking and ethical problem solving
- . Establishing respect for time in completing computer tasks
- Encouraging innovation and creativity in the use of technology

Teaching and learning methods

- . Theoretical lectures to explain basic concepts
- Demonstrationsto demonstrate the worksteps .
- . Practical training in the computer lab
- . Project-based learning to develop research and teamwork skills
- . Class discussions and problem solving
- . Use of presentations and multimedia
- Self-education through research or training assignments using the Internet

Evaluation methods

- . Theoretical tests to measure understanding and comprehension
- . Practical tests to assess applied skills
- . Homework and reports
- . Projects and presentations
- Short tests(quizzes) . to measure immediate achievement
- Final Exam to Measure Comprehensive Achievement

D - General and transferable skills (other skills related to employability and personal development).

- The ability to use the computer and its applications efficiently in the work environment.
- Skill in searching for and analyzing information from reliable digital sources.
- . Effective time management and task organization
- Working within a team and communicating effectively with colleagues.
- . Adapt to modern technologies and learn new tools quickly
- . Critical thinking and problem solving in innovative ways

- . Technical writing and professional reporting
- Commitment to professional ethics and data privacy protection

infrastructure.10	
1. Shelly, Gary B., and Misty E. Vermaat . Discovering Computers: Complete. Cengage Learning, Latest Edition. 2. Peter Norton. Introduction to Computers. McGraw-Hill, Latest Edition. 3. Behrouz A. Forouzan . Foundations of Computer Science. Cengage Learning, Latest Edition.	Required .1 textbooks
4. Shelly Cashman Series. Microsoft Office Applications. Cengage Learning, Latest Edition.	Main references (.2 (sources

1. Microsoft Learn – A free educational platform for learning operating systems andMicrosoft Office programs. https://learn.microsoft.com 2. W3Schools – An interactive website for learning programming languages and web development. https://www.w3schools.com 3. Khan Academy – Computing – Free lessons in computer science and programming.	Recommended .3 books and references scientific journals,) (.. ,reports

Curriculum Development Plan .11

- Periodic review of scientific content : updating information and topics periodically every2-3 years to keep pace with technical developments in the field of computers .
- Developing teaching methods : introducing modern educational technologies such as e-learning, interactive learning, and digital simulation .
- Enhancing the practical aspect : Increasing the number of practical exercises and applied projects that enhance actual computer skills .
- Updating learning resources : adding new e-books, references, and interactive online educational resources.

First stage / First semester / Computer

week	watches	Name of unit	Required learning	Learning	Evaluation

		or topic	outcomes	method	method
1	3	Introduction to computers and their types	Definition of computer, its types, and its importance in practical and scientific life.	Theoretical + lecture PowerPoint presentation	Oral questions, interaction and discussions
2	3	Computer components	Identify hardware and software components and their roles.	+ Lecture practical demonstration of computers	Oral questions and practical exercises
3	3	Operating systems	Understand the concept and functions of basic operating systems.	+ Lecture educational video	Short test, oral questions
4	3	File management and types	Create, save, organize, and retrieve files.	Practical training in the laboratory	Conduct a practical exercise
5	3	Word processing	Create and format text documents.	Practical + training practical lecture	Submit a text document
6	3	Spreadsheets	Design tables, use formulas, and create charts.	Practical + training demonstration	Practical exercise on tables
7	3	Presentations	Design a comprehensive presentation using	Practical + training lecture	Give a presentation

			presentation . software		
8	3	Internet and information sources	Effective online search, electronic information . sources	+ Lecture practical application in research	Report on a research topic
9	3	Email and Communicat ion	Create an email account and use communicati . on tools	Practical + training lecture	Perform practical tasks on the mail
10	3	Programmin g principles and algorithms	Programmin g basics, algorithms, and control . concepts	+ Lecture implementati on of programmin g examples	Writing a simple program
11	3	Information Security and Data Protection	The importance of information security, protection methods, and technology . ethics	+ Lecture Discussions	Short test, oral questions
12	3	Computer applications in practical life	Linking skills to practical applications in study and . work	Case studies + discussions	Preparing an application report
13	3	Advanced application programs	Familiarity with advanced (software design, databases,). .etc	+ Lecture practical application	Simple practical project

14	3	General review	Comprehensive review of content and reinforcement of acquired skills.	Review + session practical exercises	Written + exam practical application
15	3	Final exam	Comprehensive evaluation of all course content.	Written + exam practical application	Final exam

First stage / second semester / computer

week	watches	Name of unit or topic	Required learning outcomes	Learning method	Evaluation method
1	3	Introduction to computers and modern operating systems	Explain the types of computers and operating systems, and the features of each.	Theoretical + lecture video presentation	Oral questions, discussions
2	3	Advanced computer components	Explanation of advanced internal components and their functions.	+ Lecture practical presentation	Oral questions and practical exercises
3	3	File systems and data management tools	Understanding file systems, backup tools, and data	Practical training	Practical exercise

			. recovery		
4	**3**	Database programming	Learn the principles of database design and . queries	+ Lecture practical training	Implementing a simple database project
5	**3**	Data analysis using tables	Apply advanced spreadsheet tools to analyze data .	Practical + training presentation	Analytical exercise
6	**3**	Create basic websites	Understand the basics of web page design using and**HTML CSS.**	+ Lecture practical training	Web page design
7	**3**	Programming using simple script languages	Write programs using or**JavaScript** another suitable programming language .	+ Lecture practical application	Simple software project
8	**3**	Network security and privacy protection	Network security principles, threats, and . protection	+ Lecture Discussions	Short test, oral questions
9	**3**	Cloud computing and e-services	Understand the concept of cloud computing and its associated . services	+ Lecture Video Presentation	Short report

10	**3**	Advanced Programming and Object-Oriented Concepts	Object-oriented programming **(OOP)** and **basics** **.** principles	**+** Lecture implementation of programming examples	Advanced software project
11	**3**	desktop computer application development	Design simple applications using integrated development environment **(IDEs).** s	Practical training	Desktop application project
12	**3**	Computer Applications in Business	Use of computers in business management, marketing, and financial **.** analysis	**+** Lecture Case Studies	Analytical report
13	**3**	Artificial Intelligence and Machine **(** Learning Introduction **)**	Basic concepts in artificial intelligence and machine **.** learning	**+** Lecture Discussions	Short test
14	**3**	Comprehensive review and advanced applications	Practical review of the previous advanced **.** topics	Review **+** session practical exercises	Written **+** exam practical project
15	**3**	Final exam	A comprehensive final evaluation of the course, both theoretically and **.** practically	Written **+** exam practical application	Final exam