



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

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

Course outcomes, teaching, learning and assessment methods .9

A - Cognitive objectives

The student should identify the basic components of the computer -1 and distinguish between hardware and software.

The student should explain the functions of different operating -2 systems, such as Windows ,Linux ,Mac OS and the role of ,BIOS in . startup

The student should become familiar with the types of application -3 software and their areas of use, especially the Microsoft Office package.

The student should clarify the concepts of digital storage and file -4 systems, and understand how to organize and manage files and . folders

,The student should explain the concepts and types of networks -5 identify their basic components, and the protocols used, such as TCP/IP.

The student should realize the importance of protection and cyber -6 security programs, and distinguish between types of viruses and . malware and ways to prevent them

B - Course specific skill objectives

The student should operate the computer and deal with the -1
. basic operating systems in a practical manner

The student should use -2Microsoft Office ,applications (Word
Excel, PowerPoint, Access) to accomplish various office tasks
. efficiently

The student should manage files and folders effectively, in -3
. terms of creating, naming, copying, moving, and deleting

The student must apply basic protection measures on the -4
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

The student should appreciate the importance of the computer -1
and its role in facilitating work, learning and daily life

The student must demonstrate a commitment to using -2
technology in an ethical, safe and responsible manner

The student should have a spirit of cooperation and -3
participation with his colleagues when working on group projects
. or applications

The student should show interest in developing his technical -4
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/ LabWork –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(week7).
- 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
.

Course structure .10

Learning method	Unit/ Topic Name	Required learning outcomes	watches	week
Lecture+ Lab	Introduction to computers and their general systems	L01: Identify computer components and their .functions	2	1

Lecture+ Activity	Computer components(hardware)	L02: Classify ,input ,processing storage and output units	2	2
Lecture+ Lab	Software: System and Application	L03: Distinguish between operating systems and applications	2	3
Lecture+ practical application	BIOS, Boot and Operating System Features	L04: Explain the operation of BIOS and its role in system .booting	2	4
Lecture+ Test	First short test + review	L01, L02	2	5
Lecture+ Lab	Operating systems (Windows, Linux, Mac OS)	L05: Compare different operating systems	2	6
Lecture+ Test	Midterm exam	L01 – L07	2	7
Lecture+ Lab	Microsoft Office Suite Components	L06: Identify the uses of office software	2	8
Lecture+ practical application	Microsoft Word	L07: Perform text and document formatting tasks	2	9
Lecture+ Test	Second short test	L010, L011	2	10
Lecture+ Lab	Microsoft Excel	L08: Create tables and mathematical equations	2	11
Lecture+ Homework	Application assignment using Word or Excel	L06, L07	2	12
Lecture+ Project	Prepare a report using Office tools	L05, L08, L010	2	13
Lecture+ Lab	,Networks Internet, and Protocols	L09: Identify networks and their basic .components	2	14

Lecture+ Review	Comprehensive review of learning outcomes	AllLO	2	15
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Infrastructure .11

Microsoft Office 2013 Visual Quickstart Guide
by Steve
Schwartz

Required textbooks -1

Gary B. Shelly, Misty E. Vermaat (2010).
Microsoft Office 2010:
Brief. Cengage Learning. OR any ECDL, ICDL or
IC3 books

Main references (sources) -2

A) Recommended books and
, references (scientific journals
(.reports , etc

<https://www.microsoft.com>

, b) Electronic references
.websites , etc

Curriculum Development Plan .12

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



عميد الكلية



رئيس القسم



مدرس المادة