

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Principle		Module Delivery
Module Type	Basic		<input type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	MTU1004		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	1	Semester of Delivery	
Administering Department	Fuel and Energy Technologies Engineering	College	Shatt Al-Arab University College
Module Leader	Hajir Sahib Shnawa	e-mail	hajer.saheb@gmail.com
Module Leader's Acad. Title	Assistant Lecturer	Module Leader's Qualification	M.Sc
Module Tutor	Hajir Sahib Shnawa	e-mail	E-mail
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	1.0

Relation with other Modules

العلاقة مع المواد الدراسية الأخرى

Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Aims	<ol style="list-style-type: none">1. Utilize the computer for fundamental tasks.2. Identify and discuss the hardware components of the computer system.3. Creating documents using a word processor and creating presentations.4. To describe the evolution of computer networks and the Internet.5. To describe the difference between a computer network and a distributed system.6. To explain the difference between LAN, MAN, WAN.
Module Learning Outcomes	<p>Upon completion of the course, students should be able to:</p> <ol style="list-style-type: none">1. Understand the basics of computers, their types and classifications.2. Understand the physical input units.3. Understand the physical output units.4. Understanding operating systems and application programs.5. Dealing with the Windows 10 operating system.6. Knowing how to work with Word, Excel, Presentation programs.7. Knowledge of the concepts of the Internet and the Web.8. Knowledge of the concept of computer networks.9. Know how to compare computer networks.10. Know how to configure email.11. Know how to computer troubleshoot.
Indicative Contents	<p>Indicative content includes the following.</p> <ol style="list-style-type: none">1. This module, directed to first-year students in the Department of Total Quality Management Technologies, dealt with introducing the student to what a computer and what input and output devices [3].2. This module, directed to first-year students in the Department of Total Quality Management Technologies, dealt with introducing the student to what is the internal structure of a computer [9].3. This module, directed to first-year students in the Department of Total Quality Management Technologies, dealt with introducing the student to what is the Windows 2010 operating system [6].4. This module, directed to first-year students in the Total Quality Management Techniques Department, dealt with introducing the student to the basics of Office programs (Word and Excel, Presentation) [21].

	<p>5. This module, directed to first-year students in the Department of Total Quality Management Technologies, dealt with introducing the student to the components of computer networks [3].</p> <p>6. This module, directed to first-year students in the Total Quality Management Techniques Department, introduced the student to how to compose an email and also how to computer troubleshoot [3].</p>
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Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	Assessment is based on hand-in assignments, written exam, Case study, Quizzes, Practical testing.
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Student Workload (SWL)

الحمل الدراسي للطالب

Structured SWL (h/sem)	45	Structured SWL (h/w)	3
Unstructured SWL (h/sem)	30	Unstructured SWL (h/w)	2
Total SWL (h/sem)	75		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	1	20% (10)	5 , 9	LO #1,2-9
	Assignments	2	10% (20)	4 , 7 , 8 , 10	LO # 10
	Practical	1	10% (10)	\1	LO # 11

Summative assessment	Midterm Exam	2 hr	10% (10)	12	LO # 1-12
	Final Exam	3hr	50% (50)	15	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري محتوى كل اسبوع يجب ان يغطي الوقت المحدد

	Material Covered
Week 1	Introduction to Computer: Concepts of hardware and software with their components, concept of computing, data and information, applications of information electronics and communication technology (IECT), connecting input/output devices, and peripherals to CPU.
Week 2-3	Computer components: computer portions, hardware parts, i/o units, memory types, basic CPU components, computer ports, personal computer, personal computer (features and type).
Week 4-5-	Operating system and graphical user interface GUI: Operating system, basics of common operating system, the user interface, using mouse techniques, use of common icons, status bar, using menu and menu-selection, concept of folders and directions, opening and closing of different windows, creating short cuts.
Week 6-8	Word Processing: word processing basics, opening and closing of documents, text creation and manipulation, formatting of text, table handling, spell check, language setting and thesaurus, printing of word document.
Week 9-10	Spreadsheet: basics of spreadsheet, manipulation of cells, formulas and functions, editing of spreadsheet, printing of spreadsheet.
Week 11-12	Presentation Software: Basics of presentation software, creating presentations, preparation and presentation of slides, slide show, taking printouts of presentation/ handouts.

Week 13	Introduction to internet and web browsers: Computer networks basics, LAN, WAN, concept of internet and its applications, Connecting to internet, world wide web, web browsing software, search engines, understanding URL, domain name, IP address.
Week 14	Communications and Emails: Basics of electronic mail, getting an email account, sending and receiving emails, Accessing sent emails, using emails, document collaboration. Computer Troubleshooting: Identify and solving common hardware and software problems that computer users encounter. Basic troubleshooting techniques and tools for diagnosing and resolving issues (Electronic Intrusion & Viruses)
Week 15	Final Exam

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	Explaining input and output devices practically.
Week 2-3	Explain the internal structure of the computer.
Week 4-5	Explanation of operating systems and application programs.
Week 6-8	Explain the Word Program.
Week 9-10	Explain the Excel Program.
Week 11-12	Explain the Presentation Program.
Week 13	Explain computer networks basics.
Week 14	Explain communications and Emails, Computer Troubleshooting (Electronic Intrusion & Viruses).
Week 15	Final Exam.

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Recommended Texts	<ul style="list-style-type: none"> ➤ Al-Khader Ali Al-Khader, researcher, “Computer Basics”, 2016. ➤ Ziad Muhammad Abboud, researcher, “ Computer Basics and Office Applications” , 2014. 	No

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.