

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Application		Module Delivery
Module Type	S		☒ Theory Lecture ☒ Lab Tutorial Practical Seminar
Module Code	BUOG215		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	2	Semester of Delivery	1
Administering Department	Oil and Gas Management and Marketing	College	Shatt al-Arab University, College of Administration and Economics
Module Leader	Mahmoud Hussien Mahmood	e-mail	mahmoud.hussein.mahmoud@sa-uc.edu.iq
Module Leader's Acad. Title	Assistant Teacher	Module Leader's Qualification	Master's
Module Tutor	Mahmoud Hussien Mahmood	e-mail	mahmoud.hussein.mahmoud@sa-uc.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	1/9/2025	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 Objectives أهداف المادة الدراسية	a. Providing students with the most important principles and basics of (Excel)
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	A- Cognitive objectives a. Enabling students to acquire knowledge about excel b. learning how to use and implement functions and formulas c. Helping students to acquire the ability to create tables, bills, etc. B- Course specific skill objectives a. gaining the skills to enter data and extract results b. the student gains the ability to create tables and do calculations using excel
Indicative Contents المحتويات الإرشادية	The guiding contents of the study material are the broad outlines that aim to guide and plan the educational process. These contents generally include Basic Schemes & Features Basic Schemes & Features Interactive workbook window Settings Mouse Pointers Worksheet Cell,Row,Column Selection format format Cell format Formula Functions Charts These contents are considered a road map that helps the teacher and the student understand the progress of the study material and ensure the achievement of the intended educational objectives Total hrs = 50 = SSWL - (Exam hrs) = 50 - 3 = 47 hr (Time table hrs x 15 weeks)

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	a. Using already- prepared lectures. b. Using up-to-date data shows. c. Homework d. Adopting group discussions.

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	33	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	6
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	17	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	7
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	50		

Module Evaluation تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	1	10% (10)	2	
	Assignments	1	10% (10)	2	
	Seminars	1	10% (10)	2	
	Report	1	10% (10)	2	
Summative assessment	Midterm Exam	2hr	10% (10)	7	
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Basic Schemes & Features
Week 2	Basic Schemes & Features
Week 3	Interactive workbook window
Week 4	Settings
Week 5	Mouse Pointers
Week 6	Worksheet
Week 7	Cell,Row,Column
Week 8	Selection
Week 9	Format
Week 10	Format
Week 11	Cell format
Week 12	Formula
Week 13	Functions
Week 14	Charts
Week 15	Exam

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week 1	-
Week 2	-
Week 3	-
Week 4	-
Week 5	-
Week 6	-
Week 7	-

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	Headway plus	Yes
Recommended Texts	beginners students book , New Headway plus, John and Liz Soars , Oxford	
Websites		

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.				

رئيس القسم
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مدرس المادة
م. م محمود حسين محمود

**Director of the Quality Assurance and Performance Department of
the University: Wafa Saeed Hassan**

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الإدارة والاقتصاد
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