

# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

| Module Information                 |                                   |                               |   |
|------------------------------------|-----------------------------------|-------------------------------|---|
| معلومات المادة الدراسية            |                                   |                               |   |
| Module Title                       | <b>Computer science I</b>         |                               | Module Delivery   |
| Module Type                        | S                                 |                               | <input checked="" type="checkbox"/> Theory<br><input checked="" type="checkbox"/> Lecture<br><input checked="" type="checkbox"/> Lab<br><input type="checkbox"/> Tutorial<br><input type="checkbox"/> Practical<br><input type="checkbox"/> Seminar |
| Module Code                        | <b>UOA007</b>                     |                               |   |
| ECTS Credits                       | 3                                 |                               |   |
| SWL (hr/sem)                       | <b>75</b>                         |                               |   |
| Module Level                       | UGI                               | Semester of Delivery          |   |
| Administering Department           | <u>CV101</u>                      | College                       | Civil Engineering   |
| Module Leader                      | Dr. Ahmed Hilal Farhan            | e-mail                        | Ahmed.farhan_ce@uoanbar.edu.iq  |
| Module Leader's Acad. Title        | Assistant Professor               | Module Leader's Qualification | Ph.D.   |
| Module Tutor                       | Mr. Alharith Muthanna Abdulgafoor | e-mail                        | Alharith.abdulgafoor@uoanbar.edu.iq   |
| Peer Reviewer Name                 | NA                                | e-mail                        | NA  |
| Scientific Committee Approval Date | 01/06/2023                        | 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

|  |   |
|--|---|
| <p><b>Module Aims</b><br/>أهداف المادة الدراسية</p>                      | <ol style="list-style-type: none"> <li>1. Provide background on development of computers.</li> <li>2. Provide a knowledge about the basic components of computer that help students to choose an appropriate computer for their need and methods for protecting their computers.</li> <li>3. Ensure that student have the required skills to produce high quality documents and presentations which help them during their study and after graduation.</li> </ol>   |
| <p><b>Module Learning Outcomes</b><br/>مخرجات التعلم للمادة الدراسية</p> | <ol style="list-style-type: none"> <li>1. Identify development of computers, type and features of computers.</li> <li>2. Identifying different components (input and output devices) of computer</li> <li>3. identifying various risks during the use of computers (viruses, malware, adware, etc.) and how to deal with operating system of computers.</li> <li>4. How to deal with Microsoft Word to produce an effective document (various tabs, commands, advanced skills)</li> <li>5. Skill of using Microsoft PowerPoint to produce effective presentations.</li> <li>6. Work productively with peers as a member of an engineering team to implement a project.</li> </ol>   |
| <p><b>Indicative Contents</b><br/>المحتويات الإرشادية</p>                | <p>Indicative content includes the following.</p> <p><b><u>Chapter one</u></b><br/>Computer fundamentals: Introduction: development of computer generations, usage of computers, computer components, computer classifications [2 hrs.]</p> <p><b><u>Chapter Two</u></b><br/>Computer components: hardware, input devices, output devices, system unit, external components, internal components, memory types, software, our personal computer, main features of computers [4 hrs.]</p> <p><b><u>Chapter Three</u></b><br/>Computer safe and software licenses: General introduction, abuse forms, Computer security and privacy, Software license, types of security problems, damage due o viruses, types of viruses, Protection steps [2 hrs.]</p> <p><b><u>Chapter Four</u></b><br/>Operating systems (OS): Definition, function, importance and goals of OS, classification of OS, Window OS, Desktop components, task pane, notification area,</p> |

|  |  |
|--|--|
|  | <p>Folders and files, windows and files operations, desktop background, control panel, Special operations (time and date, adding printers, mouse customization). [5 hrs.]</p> <p><b>Chapter Five</b></p> <p>Microsoft Word: General overview and basic tasks, Home tab (fonts, paragraph, styles, editing and selection), page layout tab (themes, page setup, page background, paragraph, arrange, view, show and zoom) [5 hrs]</p> <p><b>Chapter Six</b></p> <p>Inserting objects in MS Word: insert ab (pages, tables, illustration, header and footers, text and symbols), some advanced topics [5 hrs.]</p> <p><b>Chapter Seven</b></p> <p>MS PowerPoint: General overview and basic tasks, Home tab (clipboard, slides, fonts, paragraph and drawings), page layout [3 hrs.]</p> |
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### Learning and Teaching Strategies

#### استراتيجيات التعلم والتعليم

|                   |   |
|-------------------|---|
| <b>Strategies</b> | <p>Computer fundamental course requires special learning and teaching strategies to ensure development of an understanding. There are different strategies for learning which are interactive classroom lecturing, discussion and interactive laboratory practicing on what was covered during classroom lecturing. In addition, there are different assessment criteria. These include quizzes, laboratory quizzes, progress exams and oral laboratory exams and lastly final exams.</p> |
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### Student Workload (SWL)

#### الحمل الدراسي للطالب

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|--|----|--|-----|
| <b>Structured SWL (h/sem)</b><br>الحمل الدراسي المنتظم للطالب خلال الفصل       | 48 | <b>Structured SWL (h/w)</b><br>الحمل الدراسي المنتظم للطالب أسبوعياً       | 3.2 |
| <b>Unstructured SWL (h/sem)</b><br>الحمل الدراسي غير المنتظم للطالب خلال الفصل | 27 | <b>Unstructured SWL (h/w)</b><br>الحمل الدراسي غير المنتظم للطالب أسبوعياً | 1.8 |
| <b>Total SWL (h/sem)</b><br>الحمل الدراسي الكلي للطالب خلال الفصل              | 75 |  |     |

| Module Evaluation     |                  |             |                  |          |                           |
|-----------------------|------------------|-------------|------------------|----------|---------------------------|
| تقييم المادة الدراسية |                  |             |                  |          |                           |
|                       |                  | Time/Number | Weight (Marks)   | Week Due | Relevant Learning Outcome |
| Formative Assessment  | Quizzes          | 5           | 25% (25)         | 3,8      | LO #1, 2,3,4,5, and 6     |
|                       | Assignments (HW) | 2           | 5% (5)           | 5,10     | LO #2, 4, and 5           |
|                       | Report           |             |                  |          |                           |
|                       | Activities       | 1           | 4% (4)           | 7        | LO # 1-6                  |
|                       | Lab              | 1           | 6% (6)           | 14       | LO # 2,4,5 and 6          |
| Summative Assessment  | Midterm Exam     | 2 hr        | 10% (10)         | 8        | LO # 1-6                  |
|                       | Final Exam       | 3 hr        | 50%              | 16       | LO # 1-6                  |
| Total assessment      |                  |             | 100% (100 Marks) |          |                           |

| Delivery Plan (Weekly Syllabus) |  |
|---------------------------------|--|
| المنهاج الاسبوعي النظري         |  |
|                                 | Material Covered                                     |
| Week 1                          | Computer development, types and purpose of use       |
| Week 2                          | Main features of computer                            |
| Week 3                          | Components of computers (input & output devices)     |
| Week 4                          | Computer safety                                      |
| Week 5                          | Types of Operating systems, Windows operating system |
| Week 6                          | Window operating system                              |
| Week 7                          | Progress Exam 1                                      |
| Week 8                          | Microsoft Word (general overview)                    |
| Week 9                          | Microsoft Word (general overview)                    |
| Week 10                         | Microsoft Word (tabs and ribbons)                    |
| Week 11                         | Microsoft Word (Advanced topics)                     |
| Week 12                         | Microsoft Word (Advanced topics)                     |
| Week 13                         | Progress Exam 2                                      |
| Week 14                         | Microsoft PowerPoint (general overview)              |
| Week 15                         | Microsoft PowerPoint (Advanced topics)               |
| Week 16                         | Preparatory week before the final Exam               |

## Delivery Plan (Weekly Lab. Syllabus)

### المنهاج الاسبوعي للمختبر

|         | Material Covered  |
|---------|---|
| Week 1  | Interactive review of computers using laboratory computers                            |
| Week 2  | Presentation and workshop on computer internal and external parts                     |
| Week 3  | Components of computers (presentation of input & output devices) and group discussion |
| Week 4  | Operating system (desktop parts, shutdown options, taskbar, folders and files)        |
| Week 5  | Operating system (operations on windows and files, background, control panel)         |
| Week 6  | Operating system (special operations, printers, time and date)                        |
| Week 7  | Microsoft Word (general overview, home tab) practice                                  |
| Week 8  | Microsoft Word (home tab,) practice and group discussion                              |
| Week 9  | Microsoft Word (page layout tab) practice   |
| Week 10 | Microsoft Word (insert tab) practice  |
| Week 11 | Microsoft Word (insert tab) practice  |
| Week 12 | Microsoft Word (Advanced topics) practice   |
| Week 13 | Lab Exam  |
| Week 14 | Microsoft PowerPoint (general overview) practice                                      |
| Week 15 | Microsoft PowerPoint (Advanced topics) practice                                       |

## Learning and Teaching Resources

### مصادر التعلم والتدريس

|                   | Text  | Available in the Library? |
|-------------------|---|---------------------------|
| Required Texts    | <ol style="list-style-type: none"> <li>1. Computer fundamentals and its office applications – Volume 1* by G.H. Abdulmajeed, Z.M. Abbood, and M.D. Al-Hasany, 2016.</li> <li>2. Computer fundamentals and its office applications – Volume 2 * by G.H. Abdulmajeed, Z.M. Abbood, and M.D. Al-Hasany, 2016</li> </ol> <p>* Above titles are translated from its original Arabic titles</p> | Yes                       |
| Recommended Texts | <ol style="list-style-type: none"> <li>1. Shelly Cashman Series Microsoft Office 365 &amp; Word 2019 Comprehensive (MindTap Course List) 1st Edition, by <u>Misty E. Vermaat</u></li> </ol>   | Yes                       |

|          |  |
|----------|--|
| Websites |  |
|          |  |

| <b>Grading Scheme</b><br>مخطط الدرجات |                  |                     |           |                                       |
|---------------------------------------|------------------|---------------------|-----------|---------------------------------------|
| Group                                 | Grade            | التقدير             | Marks (%) | Definition                            |
| <b>Success Group<br/>(50 - 100)</b>   | 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           |
| <b>Fail Group<br/>(0 – 49)</b>        | 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.