|  |  |  |
| --- | --- | --- |
|  | Ministry of Higher Education and Scientific Research - Iraq University of Kerbala  College of Applied of Medical Sciences Department of Clinical Laboratories |  |

MODULE DESCRIPTOR FORM

نموذج وصف المادة الدراسية

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Module Information**  معلومات المادة الدراسية | | | | | | | |
| **Module Title** | Computer Science | | | | **Module Delivery** | | |
| **Module Type** | Suplement | | | | * **Theory** * **Lecture** * **Lab** * **Tutorial**   **Practical**   * **Seminar** | | |
| **Module Code** | UOK105 | | | |
| **ECTS Credits** | 5 | | | |
| **SWL (hr/sem)** | 125 | | | |
| **Module Level** | | 1 | **Semester of Delivery** | | | | 1 |
| **Administering Department** | | Type Dept. Code | **College** | Type College Code | | | |
| **Module Leader** | Dr. Layth Naeem AL-Hasani | | **e-mail** | [layth.naeem@mu.edu.iq](mailto:ahmed.jameel@uokerbala.edu.iq) | | | |
| **Module Leader’s Acad. Title** | | Lecturer | **Module Leader’s Qualification** | | | | Ph.D |
| **Module Tutor** |  | | **e-mail** | 1 | | | |
| **Peer Reviewer Name** | |  | **e-mail** |  | | | |
| **Review Committee Approval** | |  | **Version Number** | | | 1 | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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**  أهداف المادة الدراسية | * The purpose of this course is to teach students to identify computer system, its component, Storage and Software, Networks, Internet and virus. * Learn how to navigate the Windows environment and how to deal with its features. * Provides students with the skills needed to execute many personal and professional activities in Microsoft Excel. It also prepares them to go on to more advanced skills using the Excel software. * Introducing the students to word processing terminology and concepts, create technical documents, format and edit documents, use simple tools and utilities,   and print documents. |
| **Module Learning Outcomes**  مخرجات التعلم للمادة الدراسية | The student would be able to:   1. Recognize how computer system. 2. Distinguish between the terminologies used in connection with computer systems. 3. The basic computer types. 4. Understand the computer storages and its type as well as its units. 5. Understand the internet and viruses and clarify the impacts. 6. Work with App and files in Windows 10 environment. 7. Explore files and folders of OS. 8. Safely and efficiently browse the internet. 9. Introducing the user application (MS Excel) 10. Entering, Editing, Managing Data, and Formatting data 11. Introducing Formulas, Introductory Statistical Functions, and Preparing to Print. 12. Discus more on formulas and functions, logical and lookup functions. 13. Introducing excel conditional formatting. 14. Presenting data with charts. 15. Introducing the user application (MS Word) 16. Launch Word and navigate the editing screen. 17. Use the proofing tools. 18. Apply character formatting and themes. 19. Format paragraphs and Preview and print a document. 20. Work with columns, pictures, diagrams, and charts. 21. Create basic tables, Work with drawing objects and graphics. 22. Introducing Reference content and content sources; |
| **Indicative Contents**  المحتويات الإرشادية | Indicative content includes the following: |

|  |  |
| --- | --- |
| **Learning and Teaching Strategies**  استراتيجيات التعلم والتعليم | |
| **Strategies** | **A- Methods of teaching and learning**   1. Using a Power point to clarify the theoretical aspect. 2. Use of visual aids. 3. Use of practical tools. 4. Adopting daily Quizzes and posts inside the hall.   **B- Evaluation methods**   1. Practical tests 2. Theoretical tests 3. Assignments and Projects 4. Daily Quizzes with self-solving questions 5. Grades determined by homework |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Workload (SWL)**  الحمل الدراسي للطالب | | | |
| **Structured SWL (h/sem)**  الحمل الدراسي المنتظم للطالب خلال الفصل | 61 | **Structured SWL (h/w)**  الحمل الدراسي المنتظم للطالب أسبوعيا | 5 |
| **Unstructured SWL (h/sem)**  الحمل الدراسي غير المنتظم للطالب خلال الفصل | 64 | **Unstructured SWL (h/w)**  الحمل الدراسي غير المنتظم للطالب أسبوعيا | 4 |
| **Total SWL (h/sem)**  الحمل الدراسي الكلي للطالب خلال الفصل | 125 | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Evaluation**  تقييم المادة الدراسية | | | | | |
|  | | **Time/Number** | **Weight (Marks)** | **Week Due** | **Relevant Learning**  **Outcome** |
| **Formative assessment** | **Quizzes** | 3 | 5 | 1, 2, 3, 4 | 1, 2, 3, 4 |
| **Assignments** | 4 | 5 | 1,2,3,4, 5 | 1,2,3,4, 5 |
| **Projects / Lab.** | 2 | 10 | 9, 10, 11,  12,13, 14 | 14 ,12,13 ,11 ,10 ,9 |
| **Report** | 4 | 10 | 15, 16, 17,  18,19,20,21,  22 | 15, 16, 17,  18,19,20,21,22 |
| **Tutorial** | 4 | 10 | Continuous | 9, 10, 11, 12,13, 14 |
| **Summative assessment** | **Midterm Exam** | 1 | 10 | 7 | 1-7 |
| **Final Exam** | 1 | 50 | 15 | 1-15 |
| **Total assessment** | | | 100%(100 Marks) |  |  |

|  |  |
| --- | --- |
| **Delivery Plan (Weekly Syllabus)**  المنهاج الاسبوعي النظري | |
|  | **Material Covered** |
| **Week 1** | Introduction to computer system |
| **Week 2** | Types of Computer and characteristics |
| **Week 3** | Main Parts of Computer and Input/output devices |
| **Week 4** | Computer Storage and Software |
| **Week 5** | Networks, Internet and virus |
| **Week 6** | MS Excel: Introduction to Excel and Identify the Elements of the Excel Interface |
| **Week 7** | Manage Workbook Options and Settings, Formatting and Proofing |
| **Week 8** | Mathematical Computations and Operations |
| **Week 9** | Formulas, Functions, Logical and Lookup Functions |
| **Week 10** | Conditional Formatting |
| **Week 11** | Create Charts and Objects |
| **Week 12** | Introduction to Microsoft Word basics; Create and manage documents; Enter and edit text |
| **Week 13** | Modify the structure and appearance of text; Organize information in columns and tables;  Add simple graphic elements |
| **Week 14** | Insert and modify diagrams and 3D models; Insert and modify charts; Format document  elements; Organize and arrange content |
| **Week 15** | Reference content and content sources; |

|  |  |
| --- | --- |
| **Delivery Plan (Weekly Lab. Syllabus)**  المنهاج الأسبوعي للمختبر | |
|  | **Material Covered** |
| **Week 1** | The Windows 10 environment and Personalize your working environment |
| **Week 2** | Apps, files, folders , Manage folders and files and Work with apps and notifications |
| **Week 3** | Devices and resources, Manage network and storage resources |
| **Week 4** | Manage user accounts and settings, Manage power and access options |
| **Week 5** | Safely and efficiently browse the internet, Protect your computer and data |
| **Week 6** | MS Excel: Introduction to Excel and Identify the Elements of the Excel Interface |
| **Week 7** | Manage Workbook Options and Settings, Formatting and Proofing |
| **Week 8** | Mathematical Computations and Operations |
| **Week 9** | Formulas, Functions, Logical and Lookup Functions |
| **Week 10** | Conditional Formatting |

|  |  |
| --- | --- |
| **Week 11** | Create Charts and Objects |
| **Week 12** | Introduction to Microsoft Word basics; Create and manage documents; Enter and edit text |
| **Week 13** | Modify the structure and appearance of text; Organize information in columns and tables;  Add simple graphic elements |
| **Week14** | Insert and modify diagrams and 3D models; Insert and modify charts; Format document  elements; Organize and arrange content |
| **Week 15** | Reference content and content sources; |

|  |  |  |
| --- | --- | --- |
| **Learning and Teaching Resources**  مصادر التعلم والتدريس | | |
|  | **Text** | **Available in the**  **Library?** |
| **Required Texts** | 1. Lambert, Joan. Windows 10 Step by Step. Microsoft Press, 2017. 2. Lambert, Joan. Microsoft Word 2019 Step by Step. Microsoft Press, 2019. 3. Microsoft Word 2016: Comprehensive, Vermaat, Cengage Learning, 2017, ISBN: 9781305871014. 4. Your Step-By-Step Beginners Guide To Master Excel By Discovering The Best Formulas And Functions, Pivot Tables, Business Modeling, Data Analysis and Macros, by   Joseph Thompson, 2022 | Not Available |
| **Recommended Texts** | None |  |
| **Websites** |  | |

**APPENDIX:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | مقبول بقرار | (45-49) | More work required but credit awarded |
| **F –** Fail | راسب | (0-44) | Considerable amount of work required |
|  |  |  |  |  |
| Note: | |  | | |
| NB 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. | | | | |



ملاحظة: هذا النموذج تم وضعه وتقديمه من قبل مديرية ضمان الجودة في وزارة التعليم العالي والبحث العلمي