

Course Description Form

1. Course Name:	
Computer applications2	
2. Course Code:	
COMA203	
3. Semester / Year:	
Second semester(Autumn) / 2023-2024	
4. Description Preparation Date:	
2024/2/1	
5. Available Attendance Forms:	
Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total):	
45 working hours/1.5 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Ahmed Nazar Hassan Email: ahmadccniit@uomosul.edu.iq	
8. Course Objectives	
Course Objectives	<ul style="list-style-type: none">• Teaching the student the fundamentals of utilizing a computer and its apps (Word, Excel), as well as expanding his understanding of these tools to apply the methods and steps needed to use them in analyses of agricultural experiments.• Enhancing his service program management, helping him to finish tasks and reports, and fixing any grammatical or language faults that crop up.• The learner gains the ability to handle various data kinds, print, prepare statistics, and identify pre-made functions, graphs, chart designs, etc. at the same time. The student can thus read, comprehend, and evaluate program outputs and outcomes, including Excel. On the other hand, the availability of Internet connection has made it imperative that students acquire computer skills and knowledge of essential service applications.
9. Teaching and Learning Strategies	
Strategy	- Interactive lecture

- Brainstorming
- Dialogue and discussion
- Field Training
- Practical exercises
- Field project
- Self-education

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 practical	a1: Introducing the student to the Word program and the importance of using it in writing reports and reports in terms of explaining the basic elements that make up its windows as well as understanding its function, including the launch bar, learning how to create a new document and adding text inside, how to store and retrieve information, and learning how to form letters in the Arabic language, And select or select text. The new and deleted version and other definitions such as the font type and how to change its appearance	What is WORD program? The basic elements that make up the rose window	Interactive lecture, brainstorming, dialogue and discussion, assigning tasks and reporting	Evaluation of dialogue and discussion, quick questions, assignment of a report, semester exam 1, and final exam

2	3 practical	b1: The ability to know, understand and apply equations in a practical way, as well as how to use counters and digital counts, knowledge of documentaries, levels, the importance of spacing principles, as well as paragraph and line spacing, search and replace, and the steps to insert a page and a blank page.	Explanation of the command bar for menus	Present Interactive, brainstorming, dialogue and discussion	Quiz, written test, assignment of semester exam 1, final exam
3	3 practical	c1: Ability to know, understand and apply practical application to explain how to insert a table into a document How to convert text into a starting table that can be run on.	Tables and shortcuts in Word	Interactive lecture, brainstorming, dialogue and discussion, assigning tasks and reporting	Evaluation of dialogue and discussion, quick questions, practical application, semester exam 1, and final exam
4	3 practical	d1: Ability to know, understand and practically apply how to include predictive results to display results and an attractive link, as well as how to insert technical texts and create signatures in the document.	Charts, links and technical texts	Interactive lecture, brainstorming, dialogue and discussion	Dialogue and discussion evaluation, short test, Quiz, assignment of semester exam assignment 1, and final exam
5	3 practical	d2: Capable of knowledge, understanding and practical application to explain the method of inserting caps and	Insert, date and print operations	Interactive lecture, brainstorming, dialogue and discussion + scientific visit	Dialogue and discussion evaluation, quick questions, Semester exam 1, final exam

		Date, how to prepare the index, and print with file types			
6	3 practical	d3: The ability to know, understand and practically apply the image to be inserted from the Internet and recognize its symbols	Processes of Inserting an image from the Internet and its patterns	Interactive lecture, brainstorming, dialogue and discussion, assigning tasks and reporting	Dialogue and discussion evaluation, short test, Quiz, assignment of semester exam assignment 1, and final exam
7	3 practical	d4: Able to know, understand and practically apply skeleton inserts, artistic stills and video films	Insert diagrams, snapshots and movies	Interactive lecture, brainstorming, dialogue and discussion	Evaluation of dialogue and discussion, quick questions, practical application, semester exam 2, and final exam
8	3 practical	d5: Able to know, understand and practically apply c insert with evidence and examples as well as write and learn how to convert text into columns and what the margins are for their settings and occasions.	Header, footer, margins and page settings	Interactive lecture, brainstorming, dialogue and discussion	Short test, final exam, second semester exam assignment, final exam
9	3 practical	a1: Able to know, understand and practically apply to explain the basic elements that make up an Excel window, what is dynamic, selection shortcuts, how to edit rows and columns, and the usefulness of the Auto box.	An introductory introduction to Excel	Interactive lecture, brainstorming, dialogue and discussion, assigning tasks and reporting	Evaluation of dialogue and discussion, quick questions, practical application, semester exam 2, and final exam
10	3 practical	b1: Able to know, understand and apply base rates practically How to add core	Mathematical equations and basic states	Interactive lecture, brainstorming, dialogue and discussion + scientific visit	Evaluation of dialogue and discussion, assignment of semester exam assignment 2, and final exam
11	3 practical	c1: Able to know, understand and practically apply the use of functions in Excel	Types of basic functions	Interactive lecture, brainstorming, dialogue and discussion	Evaluation of dialogue and discussion, quick questions, practical application, semester exam 2, and final exam
12	3 practical	d1: Able to know, understand and apply the use of Excel's	Conditional counting function	Interactive lecture, brainstorming,	Short test, final exam, second semester exam

		grammar count function in practice		dialogue and discussion	assignment, final exam
13	3 practical	d2: The ability to know, understand and apply special or distinct data in a practical way and replace it with worksheets in Excel.	Search, replace and manage worksheets	Interactive lecture, brainstorming, dialogue and discussion, assigning tasks and reporting	Dialogue and discussion evaluation, quick questions, assignment of a 2nd semester exam report, and a final exam
14	3 practical	d3: Ability to know, understand and apply four fast and reliable ways to deal with a set of data by learning the sorting and filtering methods in Excel.	Sorting and filtering data	Interactive lecture, brainstorming, dialogue and discussion	Evaluation of dialogue and discussion, short test (Quiz), assignment of semester exam assignment 2, and final exam
15	3 practical	d4: Able to know, understand and practically apply printable chart insertion and page layout in Excel	Chart and printing	Interactive lecture, brainstorming, dialogue and discussion	Evaluation of dialogue and discussion, quick questions, semester exam 2, and final exam

11. Course Evaluation

t	Evaluation methods	Evaluation date (one week)	Grade	Relative weight %
1	Report 1	The first week	1	1
2	Report 2	The thirteenth week	1	1
3	Short test Quiz1	second week	2	2
4	Short test Quiz2	fourth week	2	2
5	Short test Quiz3	the sixth week	2	2
6	Short test Quiz4	The eighth week	2	2
7	Short test Quiz5	The twelfth week	2	2
8	Short test Quiz6	The fourteenth week	2	2
9	Practical application1	the third week	1.5	1.5
10	Practical application2	Seventh week	1.5	1.5
11	Practical application3	Week nine	1.5	1.5
12	Practical application4	Week eleven	1.5	1.5
13	Semester test1	The fifth week	10	10
14	Semester test2	The tenth week	10	10
15	Final practical test	Final semester exams	60	60
	The total		%100	%100

12. Learning and Teaching Resources	
Required textbooks (curricular books, if any)	Basic computer and software skills Prof. Dr. Muhammad Bilal Al-Zoghbi Prof. Dr. Ahmed Al-Sharay'a (University of Jordan)
Main references (sources)	1. Introduction to Computer and Information Systems / L.Long / Forth Edition-Prentice-Hall , 1944. 2.Projects for DOS 6 & Windows 3.1 / Fox , Metzeelaer and Scharpf / Benjamin / Cummings Pub. 1995. 3. Different websites
Recommended books and references (scientific journals, reports...)	lectures from the university library available to other British universities
Electronic References, Websites	Numerous scientific websites on the web



Theoretical and Practical subject teacher:

Dr. Ahmed Nazar Hassan



Chairman of the Scientific Committee:

Dr. Weam Yahya Rasheed



Head of the Department:

Dr. Maysar Muhammad Aziz