Course Description Form

1. Course Name:
Computer applications2

2. Course Code:
COMA203

3. Semester / Year:
Second semester/Second stage/2023-2024

4. Description Preparation Date:
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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	• **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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.

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	Interactive lecture, brainstorming, dialogue and discussion, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
5	3 practical	D2: Capable of knowledge, understanding and practical application to explain the method of inserting caps and Date, how to prepare the index, and print with file types	Insert, date and print operations	Interactive lecture, brainstorming, dialogue and discussion, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.

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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
12	3 practical	D1: Able to know, understand and apply the use of Excel's grammar count function in practice	Conditional counting function	Interactive lecture, brainstorming, dialogue and discussion, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
13	3 practical	D2: The ability to know, understand and apply special or distinct data in a practical way and replace it with	Search, replace and manage worksheets	Interactive lecture, brainstorming, dialogue and discussion, practical exercises, and self-	Quiz, practical test, Homework, semester test, Final test.

		worksheets in Excel.			learning.	
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.
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, practical exercises, and self-learning.	Quiz, practical test, Homework, semester test, Final test.

11. Course Evaluation

t	Evaluation methods	Evaluation date (one week)	Grade	Relative weight %
1	Final theoretical report + theoretical practical reports	Theoretical 15 weeks Practical 1-15 weeks	7theoretical + 6 practical	13%
2	Short test 1 Quiz	3 weeks	4theoretical + 2practical	6%
3	Midterm exam (theoretical and practical)	9 weeks	10theoretical + 5 practical	15%
4	Short test 2 Quiz	12 weeks	4 theoretical + 2 practical	6%
5	Final practical test	practical exams week	20	20%
6	Final theoretical exam	theoretical exams week	40	40%
	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: Head of the Department:

Dr. Muhammad Younis Al-Allaf   Dr. Muzahim Saeed Al-Bek