

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: The student knows the Word program and the importance of using it in writing reports and research by 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 save and retrieve information, and learning how to form letters in the Arabic language. Select, copy, and delete text, learn about types of fonts, and how to change the appearance of text.	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	a2: The student understands equations in a practical way, as well as how to use counters and numerical counts, knowledge of documentaries, and levels. He gives examples of spacing between lines and paragraphs, and finds a word or sentence by searching for it. He also explains the substitution process, and the steps to insert a page in a specific place. 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	b2: Demonstrates a	Tables and shortcuts in Word	Interactive lecture,	Evaluation of

		practical application to explain how to insert a table into a document How to convert text into a table and how to organize table fields.		brainstorming, dialogue and discussion, assigning tasks and reporting	dialogue and discussion, quick questions, practical application, semester exam 1, and final exam
4	3 practical	b4: analyzes the process of embedding predictive results in order to present them and make an attractive link, as well as how technical texts are inserted and signatures are created 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	b2: Organizes the process of knowing and understanding the practical application to clarify the method of inserting hats and History, how to prepare the index, and the printing process with file types.	Insert, date and print operations	Interactive lecture, brainstorming, dialogue and discussion + scientific visit	Dialogue and discussion evaluation, quick questions, Semester exam 1, final exam
6	3 practical	b1: Selects the image to be inserted from the Internet and identifies its symbols.	Processes of inserting an image from the Internet and its patterns + Scientific visit	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	c2: Organizes the process of inserting diagrams, artistic shots, and video films.	- Insert diagrams, snapshots and movies + Semester exam 1	Interactive lecture, brainstorming, dialogue and discussion	Evaluation of dialogue and discussion, quick questions, practical application, semester exam 2, and final exam
8	3 practical	c3: Modifies the main page by adding a title to the table or page, as well as the page number. It also defines the process of leaving page borders, i.e. page margins.	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: lists 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	An introductory Introduction to the Excel program. The basic elements that make up the Excel window	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

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10	3 practical	a2: learns basic modifiers practically and how to add basic.	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	a2: gives examples of using functions in Excel in practice after explaining them in detail.	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	b2: Demonstrates the function of the conditional count function in Excel in practice.	Conditional counting function	Interactive lecture, brainstorming, dialogue and discussion	Short test, final exam, second semester exam assignment, final exam
13	3 practical	b3: shows the benefit of searching for a word, number, etc., how to replace it, and the process of managing worksheets in Excel.	Find, replace, and manage worksheets + Semester exam 2	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	C3: Demonstrates fast and reliable ways to deal with a set of data by learning how to sort and filter 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	c2: Demonstrates the process of inserting a chart to represent the results and shows the process of printing 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. Juhayna Idris Muhammad Ali

Head of the Department:

Dr. Firas Kazem Al-Jubouri

