MODULE DESCRIPTION FORM

Module Information			
Module Title	**COMPUTER1**	**Module Delivery**	
Module Type	Basic learning activities	☐ **Theory** ☐ **Lecture** ☒ **Lab** ☐ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	UOM1031		
ECTS Credits	**3**		
SWL (hr/sem)	**75**		
Module Level	**1**	**Semester of Delivery**	1
Administering Department	SSWR1969, PLPR1966, HOLA1974, FORE1964, FOSC1965, FICR1973, ANPR1964, AGEC1979, AETT1979, AGME1986	**College**	**AGFO1964**
Module Leader	Alla Mohamed Abdullah Omar Dheyaa Mohammed Asmaa Mohammed Adil Moyassar Mohammed Aziz **Nofal Issa Mohamed** sumyia khalaf Badawi Firas Kadhim Dawoo Aljuboori Khaled Anwer Khaled ALKHALED Talal Saeed Hameed Muzahim Saeed Al-Bek	**e-mail**	ala.mohammed58@uomosul.edu.iq dr.omaralmallah@uomosul.edu.iq asmaama@uomosul.edu.iq moyassar_aziz@uomosul.edu.iq nofelemh@uomosul.edu.iq dr.sumyia_khalf@uomosul.edu.iq firasaljuboori@uomosul.edu.iq khalid.anwar31@uomosul.edu.iq stalal1982@uomosul.edu.iq muzahim_saeed@uomosul.edu.iq
Module Leader's Acad. Title	**Professor** **Assistant Professor**	**Module Leader's Qualification**	Ph.D. **MSc.**
Module Tutor	Omar shamil	**e-mail**	omarshamil@uomosul.edu.iq
Peer Reviewer Name	N.A.	**e-mail**	N.A.

Scientific Committee Approval Date	15/10/2024	**Version Number**	1.0

Relation with other Modules			
Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	**1. Introducing students to the basics of computers, including computer components, operating systems, and essential software, as well as providing.** **2. Teaching students how to collect and analyze data using Excel or statistical analysis software, creating documents with word processors, and developing presentations.** **3. Enhancing students' online research skills and how to use electronic resources for scientific research.** **4. Utilizing computer tools to enhance communication and collaboration skills among students, such as using e-mail and online learning platforms.**
Module Learning Outcomes	**LO#1:** Identify and explain the components of a computer and their basic functions. **LO#2:** Analyze agricultural data using Excel and present findings through well-organized documents and presentations. **LO#3:** Evaluate the credibility of online sources when conducting scientific research. **LO#4:** Students should be able to use computer tools to enhance communication with peers, such as e-mail and online learning platforms.
Indicative Contents	Indicative content includes the following. An introduction to the computer and its components, with basic operating systems and their interfaces, will be covered. [SSWL=9 hrs] Focus on the practical use of software for data analysis (Excel), presentations (PowerPoint), and basic troubleshooting techniques to resolve common computer issues. [SSWL=24 hrs] The semester also includes an introduction to the Internet, web browsers, networks, and the basics of e-mail, as well as methods for discovering computer errors and ways to fix them. [SSWL=9 hrs] Total hrs = 47 = SSWL - (Exam hrs) = 47 - 2 = 45 hr (Time table hrs x 15 weeks)

Learning and Teaching Strategies	
Strategies	• **Practical Sessions**: Provide students with regular lab sessions where they can apply theoretical knowledge directly. Practical exercises such as creating documents, analyzing data using Excel, and troubleshooting common computer problems will enhance skill retention and understanding. • **Project-Based Learning**: Assign group projects where students must apply the tools learned (e.g., Excel, Word, PowerPoint) to solve real-world agricultural problems. For instance, they can analyze agricultural data and present their findings. This promotes collaboration, critical thinking, and problem-solving. • **Blended Learning**: Combine in-person teaching with online resources and platforms. Use e-learning tools, such as video tutorials, quizzes, and discussion forums, to provide additional support outside class. Students can learn at their own pace while reinforcing what they learn in the classroom. • **Discussion and Peer Learning**: Incorporate group discussions and peer review activities. For example, after a practical session, encourage students to present their solutions or projects to the class and give each other feedback. This fosters engagement, critical thinking, and communication skills.

Student Workload (SWL)			
Structured SWL (h/sem)	47	**Structured SWL (h/w)**	3
Unstructured SWL (h/sem)	28	**Unstructured SWL (h/w)**	1.87
Total SWL (h/sem)	75		

Module Evaluation					
		Time/Number	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Formative	**Quizzes**	3	10% (10)	1,2, 3	LO #1

assessment	**Assignments**	2	10% (10)	5 and 11	LO #1, #2
	Projects / Lab.	2	10% (10)	6 and 12	LO #1, #2
	Report	1	10% (10)	14	LO #3, #4
Summative assessment	**Midterm Exam**	2hr	10% (10)	7	LO #1, #2
	Final Exam	2hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Lab. Syllabus)	
	Material Covered
Week 1	Lab 1: **Introduction to Computer**: Concepts of Hardware and Software with their components; Concept of Computing, Data, and Information; Applications of Information Electronics and Communication Technology (IECT); Connecting input-output devices and peripherals to CPU.
Week 2	Lab 2: **Computer Components**: Computer Portions, Hardware Parts, Memory Types, Basic CPU Components, Computer Ports, Personal Computer, Personal Computer (Features and Types).
Week 3	Lab 3: **Operating System and Graphical User Interface GUI**: Operating System, Basics of Common Operating Systems, The User Interface, Using Mouse Techniques; Use of Common icons, Status Bar, Using Menu and Menu-selection, Concept of Folders and Directories, Opening and closing of different Windows; Creating Short cuts.
Week 4	Lab 4: **Word Processing**: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling: Spell check, language setting, and thesaurus.
Week 5	Lab 5: **Editing Documents**: Editing an agricultural project idea using Word, using all the program's commands and instructions, and with practical application.
Week 6	Lab 6: **Getting Started with Excel**: Formatting a Worksheet, Working with Formulas and Functions, Working with Charts.
Week 7	**Midterm Exam**
Week 8	Lab 8: **Spread Sheet**: Basics of Spreadsheet; Manipulation of cells, Formulas and Functions; Editing of

Delivery Plan (Weekly Lab. Syllabus)	
	Material Covered
	Spread Sheet, printing of Spread Sheet.
Week 9	Lab 9: **Excel Program in Statistical Analysis:** Collecting Agricultural Data, Organizing Data in Excel, Basic Functions in Statistical Analysis, Creating Graphs and Charts, How to Read Statistical Results, Understandably Presenting Results.
Week 10	Lab 10: Practical Example of Analyzing Agricultural Data Using Excel.
Week 11	Lab 11: **Presentation Software**: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation/ handouts.
Week 12	Lab 12: Create a presentation of an agricultural project idea using PowerPoint, all the program's commands and instructions, and with practical application.
Week 13	Lab 13: **Introduction to Internet and web browsers**: Basic computer networks, LAN, WAN, Concept of Internet and its applications, connecting to the Internet, world wide web, web browsing software, search engines, understanding URL, Domain name, IP AddressIP.
Week 14	Lab 14: **Communication and E-mails**: Basics of electronic mail, getting an e-mail account, sending and receiving e-mails, accessing sent e-mails, using e-mails, and document collaboration.
Week 15	Lab 15: **Computer Troubleshooting**: Identifying and solving common hardware and software problems that computer users encounter. Basic troubleshooting techniques and tools for diagnosing and resolving issues. .

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	Computer Basics and Office Applications, Ministry of Higher .Education and Scientific Research, 2013	Yes

Recommended Texts	N.A.	-
Websites	▪ https://www.dawliatraining.com/training-packages-single/1025 ▪ https://edu.gcfglobal.org/en/tr_ar-misc/what-is-a-computer-/1/ https://www.edraak.org/programs/course-v1:Edraak+ICDL1+2019SP/	

Grading Scheme				
Group	**Grade**	Grade	**Marks %**	**Definition**
Success Group (50 - 100)	**A -** Excellent	Excellent	90 - 100	Outstanding Performance
	B - Very Good	Very Good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Sound work with notable errors
	D - Satisfactory	Average	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX –** Fail	Fail (in process)	(45-49)	More work is required but credit awarded
	F – Fail	Fail	(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.

Chairman Scientific Committee :

prof.Dr. Kais Nazem Ghazal

The Signature :

Head of the Department :

Dr. Zuwaid Fathi Abd

The Signature :