# Course Description Form

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| 1. Course Name: |
| Computer applications2 |
| 2. Course Code: |
| COMA203 |
| 3. Semester / Year: |
| Second semester/Second stage/2024-2025 |
| 4. Description Preparation Date: |
| 1/9/2024 |
| 5. Available Attendance Forms: |
| Attendance +Electronic |
| 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<br>Email: ahmadccniit@uomosul.edu.iq |
| 8. Course Objectives |

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| **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.**<br>• **Enhancing his service program management, helping him to finish tasks and reports, and fixing any grammatical or language faults that crop up.**<br>• **The learner gains the ability to handle various data kinds, print, prepare statistics, and** |

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| | **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

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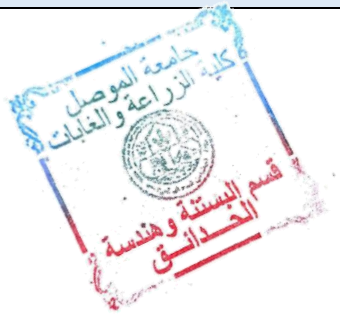
| **Strategy** | - Interactive lecture<br>- Brainstorming<br>- Dialogue and discussion<br>- Field Training<br>- Practical exercises<br>- Field project<br>- Self-education |




## 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?<br>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 | 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. |

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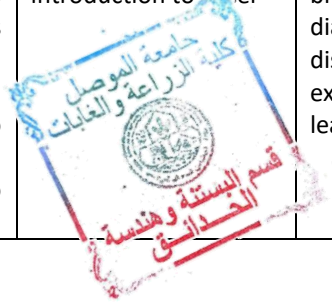
| | | paragraph and line spacing, search and replace, and the steps to insert a page and a blank page. | | | |
| 3 | 3 practical | C1: Ability to know, understand and apply practical application to explain how to insert a table into a document<br>How to convert text into a starting table that can be 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. |



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| 10 | 3 practical | B1: Able to know, understand and apply base rates practically<br>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 worksheets in Excel. | Search, replace and manage worksheets | Interactive lecture, brainstorming, dialogue and discussion, practical exercises, and self-learning. | Quiz, practical test, Homework, semester test, Final test. |
| 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 printin... | 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 % |
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| 1 | Final theoretical report + theoretical practical reports | Theoretical 15 weeks<br>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% |

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| 6 | Final theoretical exam | theoretical exams week | 40 | 40% |
| | The total | | 100 | 100 |

## 12. Learning and Teaching Resources

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| Required textbooks (curricular books, if any) | Basic computer and software skills<br>Prof. Dr. Muhammad Bilal Al-Zoghbi<br>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.<br>2.Projects for DOS 6 & Windows 3.1 / Fox , Metzeelaer and Scharpf / Benjamin / Cummings Pub. 1995.<br>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 supervisor (name):

Dr. Ahmed Nazar Hassan

Chairman of the Scientific Committee

Prof. Dr. Jassim Mohammed Alwan

Head of the department

Prof. Dr. Asmaa Muhammad Adel