Course Description Form

1. Course Name:	
Computer applications2	
2. Course Code:	
COMA203	
3. Semester / Year:	
Second semester(Autumn) / 2024-2025	
4. Description Preparation Date:	
2024/9/1	
5. Available Attendance Forms:	
Integrated	
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: The student learns about 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 the function of the launch bar, learning how to create a new document bar and adding text inside it, how to store and retrieve information, and learning how to form letters in the language. Arabic, select text or text. Identify the new and deleted version and know other features such as the font type and how to change its appearance Attractive.	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: Uses numbering, bullets, multi-level lists, indentation, paragraph and line spacing, search and replace methods, and steps for inserting a cover 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	b1: Applies to inserting a table into the document and converting the text into a table.	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	c1: Tests inserting charts to display results and hyperlinks, inserting technical text, and making 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	d1: implements the insertion of caps, the date, how to set up the index, and printing 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	d2: Try inserting an image from the Internet and	Processes of inserting an image from the Internet and its patterns	Interactive lecture, brainstorming, dialogue and	Dialogue and discussion evaluation, short

		identifying its patterns.		discussion, assigning tasks and reporting	test, Quiz, assignment of semester exam assignment 1, and final exam
7	3 practical	b2: Uses structural diagrams, artistic stills, and videos.	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	b3: It is used to insert an equation with examples as well as symbols, convert text into columns, and page margins, settings, and attributes.	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	a3: identifies the basic elements that make up the Excel window and what the cell is And selection and navigation shortcuts, how to edit rows and columns, and the benefit of the auto-fill 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	b4: Experiments with basic mathematical equations and how to include basic functions.	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	c2: tests 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	d3: controls the use of Excel's conditional counting function.	Conditional counting function	Interactive lecture, brainstorming, dialogue and discussion	Short test, final exam, second semester exam assignment, final exam
13	3 practical	b5: Finds or replaces specific data and methods for dealing 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 | b6: Benefits from finding quick and reliable ways to deal with a set of data by learning methods of sorting and filtering 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 | b7: Employs inserting a chart, how to print, 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

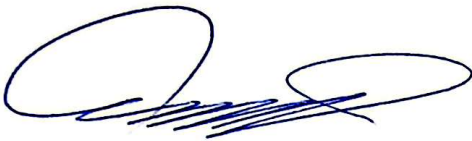| t	Evaluation methods	Evaluation date (one week)	Grade	Relative weight %
1	Report 1	The first week	1	1
2	Report 2	The thirteenth week	1	1
3	Short test Quiz1	second week	2	2
4	Short test Quiz2	fourth week	2	2
5	Short test Quiz3	the sixth week	2	2
6	Short test Quiz4	The eighth week	2	2
7	Short test Quiz5	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. *Haitham ... m ... al جادل*

Head of the Department:

Dr. Firas Kazim Al-Jubouri