Course Description Form

1. Course Name

Computer - First Stage

2. Course Code

SESS25F1051

3. Semester/Year

2024- 2025

4. Date of preparation of this description

3 / 6 / 2025

5. Available Attendance Forms

Presence / Theory and Practice

6. Number of credit hours (total) / number of units (total)

2 hours per week / 2 units

7. Course administrator's name (if more than one name is mentioned)

Assist. Lecturer Saif Khalid Jarallah   &   Assist. Lecturer Esra Zuhair Majeed

8. Course Objectives

Course Objectives

1. The students learned personal computer (PC) skills, performed various tasks on the Microsoft Windows 10 system and the Microsoft Office 2019 applications (Word 2019 and PowerPoint 2019), and became familiar with modern technology in the sports field. Students learn skills in using the personal computer (PC Computer), performing various tasks on the Microsoft Windows 10 operating system, and using Microsoft Office 2019 applications (Word 2019 and PowerPoint 2019), as well as getting acquainted with modern technology in the sports field.

2. Knowledge of the computer applications that must be learned and used for educational purposes. Knowing the computer applications that must be learned and used for educational purposes.

3. The possibility of using the computer to create a positive and effective impact in teaching various scientific subjects (theoretical and practical), which is considered the main goal of the college to graduate teachers (in general education and specifically in physical education). The possibility of using computers to create a positive and effective impact in teaching various scientific subjects (theoretical and practical), which is considered the main goal of the college to graduate teachers (in general education and specifically in physical education).

4. Developing the student's understanding of modern technology used to enhance sports and athletic skills, as well as the concept of modern

	education that stems from the educator's ability to use computer applications that improve the student's concentration and observation skills. Developing the student's understanding of modern technology used to enhance sports and athletic skills, in addition to the concept of modern education that stems from the educator's ability to use computer applications that improve the student's concentration and observation skills. 5. Employing computer applications in the educational and sports fields. The use of computer applications in the educational and sports fields.

9. Teaching and learning strategies

Strategy	The learning and teaching strategies in colleges of physical education and sports sciences are characterized by diversity, encompassing both theoretical and practical aspects, and aim to develop students' knowledge and computer skills. These strategies typically include the following: 1. Student-Centered Strategies: • Cooperative Learning: where students work in small groups to achieve a common goal, enhancing mutual responsibility and positive interaction. • Problem Solving: Presenting problems that require students to apply previous concepts and knowledge to reach solutions, encouraging critical and creative thinking. • Guided Discovery: Guiding students to discover skills or concepts themselves thru a series of questions or tasks, instead of direct instruction. • Peer Teaching: In this method, students within the same group exchange information with each other under the supervision of the professor, which enhances their understanding of the subject and develops their leadership and teaching skills. • Self-Instruction/Self-Check: It allows the student to rely on themselves for learning and to evaluate their performance against a specific standard for improvement. 2. Practical and Experiential Strategies Practical and Experiential Strategies: • Practical Learning Method: This is the most common method for learning computer skills, and it includes the use of basic computer applications. • Simulation: Simulating mobile applications to understand the similarities and differences. 3. Traditional and Modern Strategies Traditional and Modern Strategies: • Lectures: Used to convey theoretical knowledge and scientific concepts. • Interactive Teaching: Encouraging interaction between the professor and students thru discussions and asking questions. • Technology Integration: Using modern technologies such as interactive whiteboards, as well as electronic platforms and educational applications.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic Name	Teaching Method	Assessment Method
1	2 hours	Definition of the computer and explanation of the methods of classifying the computer, its uses, importance, and basic components (hardware).	Chapter One: Introduction to Computers, Classification of Computers, Uses of Computers, Basic Components (Hardware)	Delivering the lecture using the smart board and discussion	Group Assessment
2	2 hours	Explanation of the basic components (software), types of data (file and folder), and units of measurement for storage capacity and data transfer speed in a computer.	Chapter One: Basic Components (Software)	Delivering the lecture using the smart board and discussion	Group Assessment
3	2 hours	Explanation of the hard drive, computer speed limitations, computer components, laptop, and general benefits of computers.	Chapter One: Hard Disk, Computer Speed Limiters, Computers, Laptop	Delivering the lecture using the smart board and discussion	Group Assessment
4	2 hours	Explanation of operating systems in general, and the Windows operating system in particular, and the components of the Windows operating system interface.	Chapter One: Operating System, Windows 10 Operating System	Delivering the lecture using the smart board and discussion	Group Assessment
5	2 hours	Desktop explanation (main icons, background, and taskbar)	Chapter One: Desktop	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
6	2 hours	Explanation of the file explorer, and the application of folder creation, copy, move, and paste operations for folders and files.	Chapter One: Explanation of File Explorer (Creating a Folder, Copying, Moving, and Pasting)	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
7	2 hours	First Chapter Theoretical Exam / 1			
8	2 hours	Identifying file types, and applying deletion, restoration, and hiding operations	Chapter One: Hidden Files and Folders, Deleting Files and Folders	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
9	2 hours	Applying the process of creating a shortcut file, and the properties of the file or folder.	Chapter One: Shortcut File, File or Folder Properties	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
10	2 hours	Explanation of Microsoft OneDrive and its tool applications (sharing and synchronization)	Chapter One: Microsoft OneDrive	Delivering the lecture using the smart board and cooperative learning.	Group Assessment

11	2 hours	Application for installing and uninstalling programs of all kinds	Chapter One: Installing and Uninstalling Programs	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
12	2 hours	Installing and uninstalling applications from the Microsoft Store app	Chapter One: Microsoft Store	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
13	2 hours	Reviewing the Windows system and discussing the differences between computer systems, tablet systems, and mobile systems, and distinguishing between single-use and multi-use and multi-tasking systems.	Chapter One: Types of Systems	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
14	2 hours	First Chapter Practical Exam / 1			
15	2 hours	First Chapter Theoretical Exam / 2			
		Mid-Year Break			
16	2 hours	Explanation of Microsoft Office 2019 applications, introduction to Word, the start window, the main window.	Chapter Two: Microsoft Office Word 2019	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
17	2 hours	Explanation of the Ribbon, Application of Tools (File Tab, Home Tab - Clipboard Group)	Chapter Two: Tab bar, File tab, Home tab	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
18	2 hours	Application of tools (Home tab - Font group)	Chapter Two: Home Tab - Font Group	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
19	2 hours	Application of tools (Home tab - Paragraph group)	Chapter Two: Home Tab - Paragraph Group	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
20	2 hours	Application of tools (Home tab - Styles group and Editing group)	Chapter Two: Home Tab - Style Set and Editing Set	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
21	2 hours	Application of tools (insert tab - Table group)	Chapter Two: Insert Tab - Table Group	Delivering the lecture using the smart board and cooperative learning.	Individual Assessment

22	2 hours	Application of tools (Insert tab - Tools - Pictures, Shapes, Header and Footer tool, Page Numbers tool, Text Box tool)	Chapter Two: Insert Tab - Tools - Pictures, Shapes, Header and Footer Tool, Page Number Tool, Text Box Tool	Delivering the lecture using the smart board and cooperative learning.	Individual Assessment
23	2 hours	Second Chapter Practical Exam / 1			
24	2 hours	Second Chapter Theoretical Exam / 1			
25	2 hours	Explanation of Microsoft Office PowerPoint 2019 - Creating presentations, PowerPoint uses, Start window, Home window	Chapter Two: Microsoft Office PowerPoint 2019, Start Window, Main Window	Delivering the lecture using the smart board and cooperative learning.	Individual Assessment
26	2 hours	Applying the File tab tools and the Home tab tools - (Clipboard, Font, Paragraph, and Slides)	Chapter Two: File Tools and Main Ribbon Tools	Delivering the lecture using the smart board and cooperative learning.	Individual Assessment
27	2 hours	Applying the Insert tab tools – Illustrations, and applying the Insert tool – Links	Chapter Two: Insert Tab Tools - (Graphics, Links)	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
28	2 hours	Applying design tab tools and animation tab tools	Chapter Two: Applying Design Tab Tools and Animation Tab Tools	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
29	2 hours	Explanation of the uses of computers in the field of physical education and their objectives, the technical devices used in the sports field.	Chapter Two: The Introduction of Modern Technology in the Sports Field	Delivering the lecture using the smart board and discussion	Group Assessment
30	2 hours	Second Chapter Theoretical Exam / 2			

11. Course Evaluation

The grade is distributed as follows:

1. The first semester exam, worth (25) points.

2. The second semester exam, worth (25) points.

3. The end-of-year exam, worth (50) points.

12. Learning and Teaching Resources

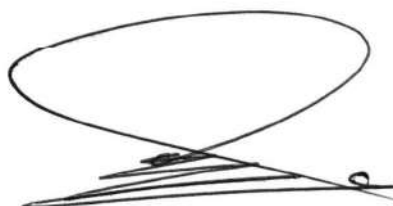| Required textbooks (methodology, if any)	- Introduction to computers, their development, and computer systems and its applications, and the modern technology used in the sports field.

Key references (sources)	- Windows 10, Mohamed Abu Al-Ala - The Complete Guide to Learning Microsoft Word 2019, Wissam Al-Khazai and Wael Al-Kreizi - Your path to learning Microsoft PowerPoint 2019, Wissam Al-Khazai
Recommended supporting books and references (scientific journals, reports...)	- The computer, Windows 10, Office applications, modern technology in the sports field.
Electronic references, websites	- Sports education and training technology, and what has it achieved? A report by Ishraqat Al-Sayed, 2022, EdTech Arabia. - Technology is taking sports into the future, report By Salah Al-Kumari 2021, SNRT NEWS

Name and signature of the course holder

Assist. Lecturer Saif Khalid Jarallah

Assist. Lecturer Esra Zuhair Majeed

Name and signature of the head of the department or branch

Prof. Dr. Ali Hussein Mohammed