

Course Description Form

1. Course Name	
Computer – Fourth Stage	
2. Course Code	
SESS25F1051	
3. Semester/Year	
2024- 2025	
4. Date of preparation of this description	
3 / 6 / 2025	
5. Available Attendance Forms	
In-person / 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)	
Lec. Dr. Hala Nafeh Fathy , Assist. Lec. Saif Khalid Jarallah & Assist. Lec. Arwa Salim Abed	
8. Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 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

	<p>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.</p> <ol style="list-style-type: none"> 5. Employing computer applications in the educational and sports fields. The use of computer applications in the educational and sports fields. 6. Employment of statistical and analytical applications in the field of physical education. The application of statistical and analytical tools in the field of physical education. 7. The importance of e-learning in the field of education. The importance of e-learning in the field of education.
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9. Teaching and learning strategies

Strategy	<p>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.</p> <p>These strategies typically include the following:</p> <ol style="list-style-type: none"> 1. Student-Centered Strategies: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit / Topic Name	Teaching Method	Assessment Method
1	2 hours	Explanation of number systems (binary, octal, decimal, and hexadecimal)	Chapter One: Number systems	Delivering the lecture using the smart board and discussion	Group Assessment
2	2 hours	Explain how data is represented in a computer (text, audio, images, and video)	Chapter One: Data representation in the computer	Delivering the lecture using the smart board and discussion	Group Assessment
3	2 hours	Microsoft Office Excel Applications Explanation 2019, Introduction to Excel, Start Window, Main Window.	Chapter One: Microsoft Office Excel applications 2019	Delivering the lecture using the smart board and discussion	Group Assessment
4	2 hours	Explanation of the tab bar, Tools application (File tab, Home tab - Clipboard group)	Chapter One: Tabs bar	Delivering the lecture using the smart board and discussion	Group Assessment
5	2 hours	Apply the main ribbon tab tools and the insert tab tools	Chapter One: the main ribbon tab	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
6	2 hours	Apply the layout tab tools and data tab tools	Chapter One: Layout tab tools and data tab tools	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
7	2 hours	First Chapter Theoretical Exam / 1			
8	2 hours	Formula tab tools application	Chapter Two: Formula tab tools	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
9	2 hours	Application of simple statistical functions: sum, mean, counting, and sorting	Chapter Two: statistical functions	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
10	2 hours	Application of simple and conditional statistical functions, and how to use them if conditional	Chapter Two: Statistical Functions	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
11	2 hours	Applying data linking methods in different worksheets	Chapter Two: Data binding	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
12	2 hours	Explain how to handle text and numeric data types	Chapter Two: Dealing with data types	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
13	2 hours	Build a realistic statistical system that uses all the tools and functions that have been used.	Chapter Two: a realistic statistical system	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	Applying functions used in the field of physical education to Microsoft Excel2019	Chapter Two: Applying functions used in the field of physical education to Microsoft Excel2019	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
17	2 hours	Building a statistical system using Microsoft Excel2019 and using real, valid data that describes a specific mathematical situation	Chapter Two: Building a statistical system using	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
18	2 hours	Application Use of a chart tool to describe data and information	Chapter Two: Use the chart tool	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
19	2 hours	Multimedia (audio, image, video), types of images and video	Chapter Two: Multimedia	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
20	2 hours	Explaining how to use images and video in the fields of education, sports, and scientific research	Chapter Three: images and video	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
21	2 hours	Correct ways to take photos and videos	Chapter Three: video capture	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
22	2 hours	Video cutting and editing software application	Chapter Three: Video cutting and editing programs	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
23	2 hours	Second Chapter Practical Exam / 1			
24	2 hours	Second Chapter Theoretical Exam / 1			
25	2 hours	Internet search tools	Chapter Four: Internet search tools	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
26	2 hours	Using e-class applications	Chapter Four: Using e-class applications	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
27	2 hours	Using electronic meeting applications	Chapter Four: Using electronic meeting applications	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
28	2 hours	Create online classes and online meetings	Chapter Four: Create online classes and online meetings	Delivering the lecture using the smart board and cooperative learning.	Group Assessment
29	2 hours	Second Chapter Practical Exam / 2			
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 number systems, statistical applications, and modern technology in the field of analysis - E-learning
Key references (sources)	- The Complete Guide to Learning Microsoft Excel 2019, by Wissam Al-Khazaei and Wael Al-Kreizi
Recommended supporting books and references (scientific journals, reports...)	- Statistical applications, web editing, and e-learning
Electronic references, websites	- Wikipedia site

Name and signature of the course holder

Lecturer Dr. Hala Nafeh Fathy

Assist. Lecturer Saif Khalid Jarallah

Assist. Lecturer Arwa Salim Abed



Name and signature of the head of the department or branch

Prof. Dr. Ali Hussein Mohammed

