

# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
Module Title	Computer Programming I		Module Delivery	
Module Type	Basic learning activities		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar	
Module Code	PRE103			
ECTS Credits	4			
SWL (hr/sem)	100			
Module Level	1	Semester of Delivery		1
Administering Department	Type Dept. Code	College	Type College Code	
Module Leader	Zahraa Ghanim Youins Al-alaf		e-mail	E-mail; zahraaalmajidi@uomosul.edu.iq
Module Leader's Acad. Title	Professor		Module Leader's Qualification	Ph.D.
Module Tutor	Name:		e-mail	E-mail
Peer Reviewer Name	Name		e-mail	E-mail
Scientific Committee Approval Date	01/06/2023	Version Number	1.0	

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Objectives أهداف المادة الدراسية	Teaching the student to recognize the basic rules for dealing with and managing the computer to help him achieve Projects, print matters, prepare statistics and graphs, create presentations, design engineering graphics, and more.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	<b>A- Cognitive goals</b> <ol style="list-style-type: none"><li>1. The student's comprehension of the material is the ability to analyze and apply what he learned practically on the computer</li><li>2. That the evaluation is done by presenting the material to the students in the laboratory and then applying what they learned from them</li><li>3. Software knowledge</li><li>4. Knowledge of programs creating presentations</li></ol>

	<p>5. Knowledge of applied software</p> <p><b>B- The soft skills objectives of the course</b></p> <ol style="list-style-type: none"> <li>1. Turn on the computer</li> <li>2. Learn the skill of editing, word processing and typing using Microsoft Word</li> <li>3. Learn the skill of making and creating tables, curves and statistics in Microsoft Excel</li> <li>4. Learn the skill of making presentations with Microsoft PowerPoint.</li> </ol>		
<p><b>Indicative Contents</b> المحتويات الإرشادية</p>	<p>Indicative content includes the following.</p> <p>Computer education and Microsoft Office programs can include several different topics. Here is some basic how-to content that computer education and the Microsoft Office suite can cover:</p> <p>Computer basics:</p> <p>Computer concept and its basic parts.</p> <p>Operating system and user interface.</p> <p>Learn about the keyboard and mouse and how to control them.</p> <p>Take advantage of system files and folders.</p> <p>Microsoft Word: [10hr]</p> <p>Create and format documents.</p> <p>Insert and format text, images, tables, and graphics.</p> <p>Use styles, headings, and lists.</p> <p>Add margins, numbering, and undo.</p> <p>Prepare printing and shared documents.</p> <p>Microsoft Excel: [10hr]</p> <p>Create and format spreadsheets.</p> <p>Entering data and doing simple calculations.</p> <p>Create formulas and functions for complex calculations.</p> <p>Use graphs and charts to visualize data.</p> <p>Analyzing data and creating dynamic tables.</p> <p>Microsoft PowerPoint:</p> <p>Create presentations. [10hr]</p> <p>Formatting slides and adding text, images and graphics.</p> <p>Use effects and transitions between slides.</p> <p>Add audio and video to presentations.</p> <p>Make presentations and control slideshows.</p>		
<p><b>Learning and Teaching Strategies</b> استراتيجيات التعلم والتعليم</p>			
<p><b>Strategies</b></p>	<p>Type something like: The main strategy that will be adopted in delivering this module is to encourage students' participation in the exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through classes, interactive tutorials and by considering types of simple experiments involving some sampling activities that are interesting to the students.</p>		
<p><b>Student Workload (SWL)</b> الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا</p>			
<p><b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل</p>	<p>100</p>	<p><b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا</p>	<p>7</p>
<p><b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل</p>	<p>50</p>	<p><b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا</p>	<p>6</p>

<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	<b>200</b>
---	------------

<b>Module Evaluation</b> تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	<b>Assignments</b>	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	<b>Projects / Tutorial</b>	1	10% (10)	Continuous	All
	<b>Report</b>	1	10% (10)	13	LO #5, #8 and #10
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	10% (10)	7	LO #1 - #7
	<b>Final Exam</b>	3hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

<b>Delivery Plan (Weekly Syllabus)</b> المنهاج الاسبوعي النظري	
	<b>Material Covered</b>
<b>Week 1</b>	Word software environment ,Basics of using Word
<b>Week 2</b>	Organizing, formatting and page settings
<b>Week 3</b>	Create and coordinate tables and insert pictures & charts
<b>Week 4</b>	Formatting tables and inserting pictures
<b>Week 5</b>	References & Mailings
<b>Week 6</b>	Complement the inclusion of graphics and spell checking
<b>Week 7</b>	Excel environment ,Basics of using Excel
<b>Week 8</b>	Mid-term Exam + Organizing worksheets and using formulas
<b>Week 9</b>	PowerPoint environment ,Basics of using PowerPoint
<b>Week 10</b>	Draw shapes and insert commands, slides, pictures, and videos
<b>Week 11</b>	Transition effects and motion
<b>Week 12</b>	Excel software environment ,Basics of using Excel
<b>Week 13</b>	Organizing, Tab insert &formatting and page settings
<b>Week 14</b>	Excel functions
<b>Week 15</b>	Charts in Excel
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

## Delivery Plan (Weekly Lab. Syllabus)

### المنهاج الاسبوعي للمختبر

	Material Covered
<b>Week 1</b>	Lab 1: Computer application basics of using the Word program
<b>Week 2</b>	Lab 2: Computer application for organization, coordination and page settings
<b>Week 3</b>	Lab 3: Computer application for Create , coordinate tables and insert pictures
<b>Week 4</b>	Lab 4: Formatting tables and inserting pictures
<b>Week 5</b>	Lab 5: References & Mailings
<b>Week 6</b>	Lab 6: Complement the inclusion of graphics and spell checking
<b>Week 7</b>	Lab 7: Computer application basics of using PowerPoint program
<b>Week 8</b>	Lab 8: Mid-term Exam
<b>Week 9</b>	Lab 9: Computer application draw shapes and insert commands, slides, pictures, and videos
<b>Week 10</b>	Lab 10: Computer application of transition effects and motion
<b>Week 11</b>	Lab 11: Computer application basics of using the excel program
<b>Week 12</b>	Lab 12: Computer application for organizing worksheets and using formulas
<b>Week 13</b>	Lab 13: Computer application for Excel Organizing, Tab insert &formatting and page settings
<b>Week 14</b>	Lab 14: Computer application for Excel functions
<b>Week 15</b>	Lab 15: Computer application for Excel charts

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	<ol style="list-style-type: none"><li>1- Bernard V. Liengme /AGuide to Microsoft excel 2013 for scientists and engineers</li><li>2- Computer basics and office applications (Part 1)</li><li>3- a.m.d. Ziyad Muhammad Abboud, Prof. Dr. Ghassan Hamid Abd Al-Majid, Prof. Dr. Amir Hussein Murad, M. Bilal Kamal Ahmed (2014-2015)</li></ol>	Yes
<b>Recommended Texts</b>		No
<b>Websites</b>	<p><a href="https://www.microsoft.com/ar-iq/">https://www.microsoft.com/ar-iq/</a></p> <p><a href="https://scholar.google.com/schhp?hl=ar">https://scholar.google.com/schhp?hl=ar</a></p> <p><a href="https://www.researchgate.net/">https://www.researchgate.net/</a></p> <p><a href="https://orcid.org/">https://orcid.org/</a></p> <p><a href="https://libgen.is/">https://libgen.is/</a></p> <p><a href="https://www.isbniraq.org/?product=%D8%A3%D8%B3%D8%A7%D8%B3%D9%8A%D8%A7%D8%AA-%D8%A7%D9%84%D8%AD%D8%A7%D8%B3%D9%88%D8%A8-%D9%88%D8%AA%D8%B7%D8%A8%D9%8A%D9%82%D8%A7%D8%AA%D9%87-">https://www.isbniraq.org/?product=%D8%A3%D8%B3%D8%A7%D8%B3%D9%8A%D8%A7%D8%AA-%D8%A7%D9%84%D8%AD%D8%A7%D8%B3%D9%88%D8%A8-%D9%88%D8%AA%D8%B7%D8%A8%D9%8A%D9%82%D8%A7%D8%AA%D9%87-</a></p>	

## Grading Scheme

### مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 - 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(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.