



Ministry of Higher Education and
Scientific Research - Iraq
University of Diyala
College of Engineering
Department of Computer Engineering



الملحق ٤: وصف المادة الدراسية

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer I		Module Delivery
Module Type	Basic learning activities		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> L Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	UD13		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	UGI	Semester (s) offered	
Administering Department	All Department	College	All College of The University
Module Leader	Dr. Ali N. Albu-Rghaif	e-mail	ali.alburghaif@uodiyala.edu.iq
Module Leader's Acad. Title	Asst. Prof.	Module Leader's Qualification	PhD
Module Tutor	Dr. Bashar Talib AL-Nuaimi	e-mail	alnuaimi_bashar@uodiyala.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	19/10/2024	Version Number	1.0

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



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Module Aims, Learning Outcomes, Indicative Contents and Brief Description أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية مع وصف مختصر	
Module Aims أهداف المادة الدراسية	<ol style="list-style-type: none"> 1. Training students on the basics of using the computer and providing them with the necessary skills to deal with the computer with high efficiency. 2. Assisting the student in distinguishing and developing his scientific and artistic abilities. 3. Enriching the student's skills to be able to deal with the computer with high efficiency. 4. Providing students with a way to use other modern technologies related to the educational process.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	<ol style="list-style-type: none"> 1. Students will be able to describe the basic concepts functions and primary components of a computer. 2. Students will demonstrate the ability to set up a personal computer. 3. Students will be able to describe the function of an operating system and differentiate between various types. 4. Students will understand and utilize basic GUI elements such as windows, icons, and menus. 5. Students will apply Microsoft Office (Word, Excel, PowerPoint) features. 6. Students will understand how the internet works and effectively use web browsers to search for information. 7. Students will compose and manage emails professionally, including understanding attachments, signatures, and managing contacts. 8. Students will identify and resolve common computer issues related to hardware, and software.
Indicative Contents المحتويات الإرشادية	<p>Indicative content includes the following.</p> <ol style="list-style-type: none"> 1. Course Introduction to Computer, Computer Components, and Personal Computer. 2. Working with Operating Systems and Graphical User Interface (GUI). 3. Microsoft Office Word, Excel, and PowerPoint. 4. Working with the Internet and Web browser 5. Working with E-mail and Computer troubleshooting
Course Description	<p>Introduction to Computer: Concepts of Hardware and Software with their components; Concept of Computing, Data and Information; Applications of Information Electronics and Communication Technology (IECT); Connecting input/output devices, and peripherals to CPU.</p> <p>Computer Components: Computer Portions, Hardware Parts, I/O Units, Memory Types, Basic CPU Components, Computer Ports, Personal Computer, Personal Computer (Features and Types).</p> <p>Operating System and Graphical User Interface (GUI): Operating System; Basics of</p>



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	<p>Common Operating Systems; The User Interface, Using Mouse Techniques; Use of Common Icons, Status Bar, Using Menu and Menu-selection, Concept of Folders and Directories, Opening and closing of different Windows; Creating Shortcuts.</p> <p>Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting, and thesaurus; Printing of word document.</p> <p>Spreadsheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spreadsheet, printing of Spreadsheet.</p> <p>Presentation Software: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation/handouts.</p> <p>Introduction to Internet and Web Browsers: Computer networks Basic; LAN, WAN; Concept of Internet and its Applications; Connecting to Internet; World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address.</p> <p>Communications and Emails: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using emails for document collaboration.</p> <p>Computer Troubleshooting: Identifying and solving common hardware and software problems; Basic troubleshooting techniques and tools for diagnosing and resolving issues.</p>
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	<ul style="list-style-type: none"> • In this course, students are guided by: • Using different examples. • Using different styles of discussion that aim to connect the theoretical and practical sides. • Asking questions and giving exercises that require analysis and conclusions related to lectures. • Encourage students to participate in discussions and do practical work. • Encourage students to work in groups.



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Student Workload (SWL)

الحمل الدراسي للطالب

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	63	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعياً	4.2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	12	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعياً	0.8
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	75		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (5)	6 and 12	All
	Assignments	2	10% (5)	2 and 13	LO #1 to #8
	Projects / Lab.	1	10% (10)	Continuous	All
	Group Work	2	10% (5)	13	LO #2, #4 and #6
Summative assessment	Midterm Exam	1hr	10% (10)	9	LO #1 - #5
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		



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Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Introduction to Computer
Week 2	Computer Components
Week 3	Personal Computer
Week 4	Operating Systems
Week 5	Graphical User Interface (GUI)
Week 6	Microsoft Office- Word Introduction
Week 7	Microsoft Office- Word Practice
Week 8	Microsoft Office- Excel Introduction
Week 9	Microsoft Office- Excel Practice
Week 10	Microsoft Office- Power-Point Introduction
Week 11	Microsoft Office- Power-Point Practice
Week 12	Introduction to Internet
Week 13	Web Browser
Week 14	Communications and E-mail
Week 15	Computer Troubleshooting

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	Introduction to the lab and get started with use of computer
Week 2	Computer Components: Computer Portions, Hardware Parts, I/O Units, Memory Types, Basic CPU Components, Computer Ports,
Week 3	Personal Computer (Features and Types).
Week 4	Basic use of Windows operating system
Week 5	Graphical User Interface (GUI): The User Interface, Using Mouse Techniques; Use of Common Icons, Status Bar, Using Menu and Menu-selection.
Week 6	Microsoft Office Word: Getting Started with Word



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Week 7	Microsoft Office Word: Editing a Document and Formatting Text and Paragraphs, Adding Tables and Inserting Graphic Objects, Controlling Page Appearance and Proofing a Document.
Week 8	Microsoft Office Excel: Getting Started with Excel
Week 9	Microsoft Office Excel: Sorting, Selecting and Subtotaling data, Microsoft Office Excel: Formulas and Functions, Worksheet Formatting and Presentation
Week 10	Microsoft Office PowerPoint: Getting Started with PowerPoint
Week 11	Microsoft Office PowerPoint: Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation and Modifying Objects in Your Presentation, Adding Graphical Elements, tables and charts to Your Presentation and Modifying Objects in Your Presentation, Prepare to deliver your presentation
Week 12	Introduction to Internet: Computer networks Basic; LAN, WAN; Concept of the Internet and its Applications; Connecting to the Internet;
Week 13	Learn Web Browsers: World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address.
Week 14	Communications and Emails: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using emails for document collaboration.
Week 15	Computer Troubleshooting: Identifying and solving common hardware and software problems; Basic troubleshooting techniques and tools for diagnosing and resolving issues.

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	<ul style="list-style-type: none"> Joan Lambert and Steve Lambert, Windows 10 step by step, 1st Edition 2015. Joan Lambert and Curtis Frye, Microsoft Office 2016 step by step, 1st Edition 2015. 	Yes
Recommended Texts	<ul style="list-style-type: none"> Michael Miller, ABSOLUTE BEGINNER'S GUIDE TO COMPUTER BASICS, 5th EDITION, QUE Indianapolis, Indiana 46240, 2010. Paul McFedries, TEACH YOURSELF VISUALLY MICROSOFT WINDOWS 10, ANNIVERSARY 	
Websites	Microsoft Help, https://support.microsoft.com/en-us/products Learn Microsoft Office, https://www.goskills.com/Microsoft-Office	



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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	مقبول بقرار	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required
Note:				
NB 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.				