MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
Module Title	**Computer Skills (I)**		**Module Delivery**	
Module Type	Core		☒Theory ☒Lecture ☒Lab ☐Tutorial ☐Practical ☒ Seminar	
Module Code	**COM-113**			
ECTS Credits	**4**			
SWL (hr/sem)	**100**			
Module Level	1	**Semester of Delivery**		1
Administering Department	COM	**College**	COS	
Module Leader	Name :muntadher Khamees mustafa	**e-mail**	E-mail alkarawis@gmail.com	
Module Leader's Acad. Title	Assist. Professor	**Module Leader's Qualification**		Ph.D.
Module Tutor	Name (if available)	**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	Students will explore and become more familiar with: 1. The concepts of Information & Communication Technology (ICT) and its applications. 2. The operating systems such as Windows, Android, IOS, Linux, DOS and application software such as Word and Electronic Spreadsheets. 3. The continuous exchange of data between any two parts of the world. 4. Data visualization using different tools and applications. 5. The general programming concepts and related problem-solving strategies. 6. The design and development of applications using simple software/programming language. 7. The basic principles of information security.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	Upon the completion of the course, students will be able to: 1. The students will have the knowledge to understand the peripheral devices, computer system and the different types of software and skills for managing visual elements, document sources, developing project reports, assignments etc. Which are mandatory at this level of academics. 2. The students will have the knowledge and skills to create presentations that include academic project presentations, seminars, professional-grade presentations, employee training manuals, instructional materials, and kiosk slideshows. 3. The students will have the knowledge of the importance of data analysis as a part of strategic growth, allowing students to forecast trends and required actions. 4. Students will have the knowledge of working independently as well as with a group to deliver effective and well- documented software solutions to all problems. 5. Students will have the knowledge of the importance Artificial Intelligence, as well as various applications of Internet of Things that are widely used in the field of computing technologies. 6. Students can apply skills by working and completing software-related activities such as MS Word, MS Excel, MS PowerPoint and Python 7. Mastering the skills taught throughout the course will improve the productivity and the way students are conducting and presenting their work. This course provides students with the basic knowledge and skills that allow them to use different kinds of computer applications.
Indicative Contents المحتويات الإرشادية	Indicative content includes the following. 1. Introduction To Course (1 hour) 2. Computing Basics and Text Processing Essentials (7 hour) 3. Presentation Graphics Essentials (6 hour) 4. Data analysis and Dashboard Technique (8 hour)

	5. Algorithm and Python Programming concepts(7 hour) 6. Advanced Computing Technologies.(4 hour) 7. Self-Learning(Elective) (2 hour) 8. Others (Exam, PCA) (5 hour)

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	The class will "meet" the equivalent of two one-hour & fifteen minutes for lecture/discussion each week. The lectures and discussions will be a combination of sychronous and asynchronous discussions using WebCT. Students must have access to the Internet to facilitate demonstrating and using software. Many of the assignments should stress hands-on applications by the students. Each student will be expected to participate in all lectures. Class participation by all is expected.

Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	63	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	4
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	37	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	100		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (10)	4 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative	Midterm Exam	2hr	10% (10)	7	LO #1 - #7

assessment	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)
المنهاج الاسبوعي النظري

	Material Covered
Week 1, 2, 3	• **Introduction to computing and its applications**
Week 4,5,6	• **Data communication and backup**
Week 7,8,9	• **Data visualization**
Week 10,11,12	• **Algorithms and programming**
Week 13,14,15	• **Information security**
Week 16	**Preparatory week before the final Exam**

Delivery Plan (Weekly Lab. Syllabus)
المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	Lab 1: Introduction to computer hardware.
Week 2	Lab 2: Introduction to computer software
Week 3	Lab 3: network and communication
Week 4	Lab 4: office ,word, excel , access, PowerPoint
Week 5	Lab 5: office , access, PowerPoint
Week 6	Lab 6: Algorithms and programming
Week 7	Lab 7: Data security

Learning and Teaching Resources
مصادر التعلم والتدريس

	Text	Available in the Library?
Required Textbooks	Computer Skills	Yes
Essential References Materials	LMS Black Board.	No
Electronic Materials	Electronic Materials	

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.