Study Program Guide
According to the Bologna Pathway

(Accredited based on a twinning agreement with the University of Karbala – College of Administration and Economics / Department of Business Administration)

University Name: Warith Al-Anbiya University

College/Institute: College of Management and Economics

Academic Department: Department of Business Administration

Academic system: Bologna Pathway for the first stage

MODULE DESCRIPTION FORM
Sample course description

Course Information					
Module Title	**Computer Skills**		**Module Delivery**		
Module Type	**Supporter**		☒ Theory		
Module Code	**UOK105**		☒ Lecture		
ECTS Credits	**3**		☒ Lab		
SWL (hr/sem)	**75**		☒ Tutorial		
			☐ Practical		
			☐ Seminar		
Module Level	UGx11	**Semester of Delivery**			2
Administering Department	Business Administration	**College**	Faculty of Administration and Economics		
Module Leader	Eng. Ali Aziz Mohammed	**e-mail**			
Module Leader's Acad. Title		**Module Leader's Qualification**			
Module Tutor		**e-mail**			
Peer Reviewer Name		**e-mail**			
Scientific Committee Approval Date		**Version Number**			

Relationship with other subjects			
Prerequisite module	There isn't any	**Semester**	
Co-requisites module	There isn't any	**Semester**	

Course Objectives, Learning Outcomes, and Instructional Contents	
Course Objectives	
Learning Outcomes for the Course	1. Comprehensive understanding of the course concept 2. Explains to the student the characteristics of the course. 3. Understand basic knowledge in information technology. 4. Ability to use application software. 5. Knowledge of operating systems and application software. 6. Understand the importance of information security and how to protect data. 7. Build simple software projects such as applications and software. 8. Acquire programming and code writing skills required by modern jobs. 9. Communication and Communication Skills
How-to Contents	

Learning and Teaching Strategies

Strategies	

The student's academic load is calculated for 15 weeks			
Student's regular academic load during the semester	48	Regular Academic Load of the Student Weekly	3
Student's irregular academic load during class	27	Student's irregular academic load per week	6
The student's total academic load during the semester	75		

Assessment of the course

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	4 and 10	LO1,2 .LO 6,7
	Assignments	2	10% (10)	2 and 12	LO 1,3,4,5
	lab	1	10% (10)	15	All
	Report	1	10% (10)	13	All
Summative assessment	Midterm Exam	2hr	10% (10)	7	All
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Theoretical Weekly Curriculum

Week	Covered Materials
Week 1	Introduction to Computer, Hardware and Software Concepts and Their Components
Week 2	Computer Components, Computer Parts, Input and Output Units
Week 3	PC (Features & Types), Operating System & GUI
Week 4	Spreadsheets, Spreadsheet and Cell Basics, Word Writing & Typing
Week 5	Presentation Software Basics, Presentation Creation
Week 6	Slideshow, Presentation Prints
Week 7	First Month Exam
Week 8	Introduction to the Internet and Basic Computer Networks, Internet Concept and its Applications
Week 9	Web browsers and search engines
Week 10	IP and the address URL Understanding the address
Week 11	Communications & Emails, Email Basics
Week 12	Use of Emails
Week 13	Computer Error Detection and Repair
Week 14	Basic Techniques and Tools
Week 15	Second Semester Exam

Weekly Laboratory Curriculum

Week	Covered Materials
Week 1	Practical Recognition of Computer Components and Parts, Applications of Information Electronics and Communication Technology
Week 2	Practical: Connect I/O devices and peripherals to the CPU
Week 3	Memory types, core CPU components and computer ports
Week 4	Operating System, Use of Mouse, Use Common Graphics, Status Bar and Menu Selection
Week 5	Concept of folders and directories, opening and closing different windows, creating shortcuts, word processing
Week 6	Word Writing & Typography
Week 7	First Month Exam
Week 8	Create your presentation
Week 9	How to connect to the Internet and global networks
Week 10	How to create an email, send and receive emails, and receive sent emails
Week 11	Computer Error Detection and Repair

Week 12	Identify and resolve common hardware and software issues faced by a computer user
Week 13	Basic Techniques and Tools
Week 14	Troubleshooting to diagnose and resolve issues
Week 15	Second Semester Exam

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	**Graham Brown,David Watson, "Cambridge IGCSE Information and Communication Technology" ,3ʳᵈ Edition (2020)** **Al-Khidr Ali Al-Khidr " Fundamentals of Computer" 2016**	**All of it**
Recommended Texts		**All of it**
Websites		

Grading Scheme				
Grading Chart				
Group	**Grade**	**Appreciation**	**Marks %**	**Definition**
Success Group (50 - 100)	A - Excellent	Privilege	90 - 100	**Outstanding performance**
	B - Very Good	Very good	80 - 89	**Above average with some errors**
	C - Good	Good	70 - 79	**Good work with noticeable errors**
	D - Satisfactory	Medium	60 - 69	**Acceptable but with major flaws**
	E - Sufficient	Acceptable	50 - 59	**Work meets minimum standards**
Fail Group (0 – 49)	FX – Fail	Deposit (in processing)	(45-49)	**More work is required but recognition has been awarded**
	F – Fail	Failure	(0-44)	**A great deal of work is required**

Note: Decimal scores above or below 0.5 will be rounded to the highest or lowest full score (e.g., 54.5 will be rounded to 55, while 54.4 will be rounded to 54. The University has a zero-tolerance policy for "near-success failures", so the only adjustment to the marks awarded by the original proofreaders will be the automatic rounding described above.