**MODULE DESCRIPTION FORM**

**نموذج وصف المادة الدراسية**

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| **Module Information****معلومات المادة الدراسية** |
| **Module Title** | Computer Applications (IC3) | **Module Delivery** |
| **Module Type** | Basic | * **☒ Theory**
* **☐ Lecture**
* **☒ Lab**
* **☐ Tutorial**
* **☐ Practical**
* **☐ Seminar**
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| **Module Code** | MIET1102 |
| **ECTS Credits** | 3 |
| **SWL (hr/sem)** | 75 |
| **Module Level** | UGI | **Semester of Delivery** | 1 |
| **Administering Department** | MIET | **College** | Al Hikma University College |
| **Module Leader** | Zakariya Bilal Ali | **e-mail** | zakriabilal97@gmail.com |
| **Module Leader’s Acad. Title** | Assistant Lecturer | **Module Leader’s Qualification** | Msc. |
| **Module Tutor** | Abeer Ayad Khudair | **e-mail** | abeer.ayad@hiuc.edu.iq |
| **Peer Reviewer Name** | Bashar Khudair Abbas | **e-mail** | basharabbass8@gmail.com |
| **Scientific Committee Approval Date** | 11/11/2023 | **Version Number** | 1.0 |

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| **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 and Indicative Contents****أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية** |
| **Module Objectives****أهداف المادة الدراسية** | 1.To understand operating system, be familiar with its types.2.To be familiar with the desktop.3.To be familiar and manage files and folders.4.To be familiar with the basic concepts of hardware components of the computer.5.To be able to use the basic functions in control panel.6.To recognize software types.7.To be able to understand the basic similarities and differences among (MS Office) applications.8.To be able to use MS Word program.9.To be able to use MS Excel program.10.To be able to use MS PowerPoint program.11.To be able to use MS Outlook.12.To be familiar with search engines and the World Wide Web.13.To be able to use Google apps.14.To be introduced to AI tools |
| **Module Learning Outcomes****مخرجات التعلم للمادة الدراسية** | 1. Demonstrate understanding of operating systems, including their types.2. Navigate and utilize the desktop effectively.3. Manage files and folders proficiently.4. Identify hardware components of a computer system.5. Utilize the control panel efficiently.6. Differentiate software types and their applications.7. Effectively utilize essential applications such as MS Office.8. Demonstrate proficiency in using the MS Word program.9. Demonstrate proficiency in using the MS Excel program.10. Demonstrate proficiency in using the MS PowerPoint program.11. Utilize MS Outlook for email and scheduling purposes.12. Navigate search engines and utilize the World Wide Web effectively.13. Utilize Google apps for various tasks.14. Basic Use of AI tools. |
| **Indicative Contents****المحتويات الإرشادية** | Indicative content includes the following.Introduction to Operating Systems: Definition, functions, and capabilities of an operating system. Types of operating systems (e.g., Windows, macOS, Linux) with examples. Differences between operating systems and software applications. Power options: computer power on/off and power settings. (3 hrs)Exploring the Desktop: Navigating the desktop environment. Using the start button and working with applications. Understanding the relationship between software and hardware, their differences, importance, and influence on each other. Introduction to software updates. Exploring the taskbar. (6 hrs)Files and Folders: Understanding the typical window and file management. Introduction to the Recycle Bin. Understanding file names and common extensions.6 hrs)Computer Hardware: Identifying various computer types . Exploring components inside a computer, such as the microprocessor, system memory, and storage systems. Recognizing input/output devices and their interaction. (6 hrs)Familiarity with the control panel and its categories and usage. (6 hrs)Software Overview: Understanding software requirements and their implications for hardware. Introduction to different types of application software + Dealing with viruses and malwares (2 hrs)Main Screen Features: Common features found in word processing, spreadsheet, and presentation software. Understanding the ribbon, tabs, and status bar, and their specific functions in each application. (3 hrs)MS Office Basics: Definitions and key concepts in MS Office applications and Usage. (9 hrs)Google apps and Gmail (3 hrs)Digital Citizenship: Identifying ethical issues in the digital realm, including intellectual property, copyright, and licensing. Protecting data and computers from software threats and understanding viruses. Ensuring online privacy and security. And basic understanding and usage for AI tools (3 hrs) |

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| **Learning and Teaching Strategies****استراتيجيات التعلم والتعليم** |
| **Strategies** | Incorporate a mix of theoretical study, hands-on practice, experimentation, and real-world applications to reinforce understanding and proficiency in each of the desired learning outcomes. Seek feedback, engage in discussions, and actively participate in exercises to enhance learning and address any gaps in knowledge. |

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| **Student Workload (SWL)****الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا** |
| **Structured SWL (h/sem)****الحمل الدراسي المنتظم للطالب خلال الفصل** | 49 | **Structured SWL (h/w)****الحمل الدراسي المنتظم للطالب أسبوعيا** | 3 |
| **Unstructured SWL (h/sem)****الحمل الدراسي غير المنتظم للطالب خلال الفصل** | 26 | **Unstructured SWL (h/w)****الحمل الدراسي غير المنتظم للطالب أسبوعيا** | 4 |
| **Total SWL (h/sem)****الحمل الدراسي الكلي للطالب خلال الفصل** | **125** |

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| **Module Evaluation****تقييم المادة الدراسية** |
| **As** | **Time/Number** | **Weight (Marks)** | **Week Due** | **Relevant Learning Outcome** |
| **Formative Assessment** | **Quizzes** | 2 | 20% (10) | 5 and 9 | LO #1, #2, #3 and #6, #7 |
| **Assignments** | 2 | 6% (10) | 4 and 6 | LO #4 ,#8, #12 and #5, #12 |
| **Projects / lab** | 5 | 10% (6) | 10,11,12, 13 and 14, | LO #7, #12, #13 and #8 , #12, #13 and #9, #12, #13 and #10, #12, #13 and #11, #12, #13 |
| **Report** | 1 | 5% (5) | 6 | LO #12, #7, #8 and #12 |
| **Summative Assessment** | **Midterm Exam** | 3hr | 10% (10) | 8 | LO #1 - #6 |
| **Final Exam** | 4hr | 50% (50) | 16 | All |
| **Total assessment** | 100% (100 Marks) |  |  |

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| **Delivery Plan (Weekly Lab. Syllabus)****المنهاج الاسبوعي النظري** |
| **Week** | **Material Covered** |
| **Week 1** | **Introduction to operating system and its types, the differences between operating systems and software applications; Common operating system features.** |
| **Week 2** | **Looking and navigation of the desktop; start button components ; Understanding Taskbar ,Software and hardware relationship.** |
| **Week 3** | **Software updates+, Files and folders looking at typical window.+ Understanding files and folders+ Libraries** |
| **Week 4** | **understanding Recycle bin; understanding file name and common extensions. View options + Computer hardware identifying computers** |
| **Week 5** | **Looking inside a computer (microprocessor, system memory, storage systems)+ recognizing input/ output devices + understanding how it works together.** |
| **Week 6** | **Understanding control panel categories + Understanding Ease of access + Understanding User account rights** |
| **Week 7** | **What is software , application software + Avoiding and dealing Viruses and malwares** |
| **Week 8** | **Mid-term exam** |
| **Week 9** | **MS office common features and differences** |
| **Week 10** | **Basic concepts and Usage of MS Word + Basic concepts and Usage of MS Power Point** |
| **Week 11** | **Basic concepts and Usage of MS Excell + Basic concepts and Usage of MS Outlook** |
| **Week 12** | **Introduction to Google apps** |
| **Week 13** | **Digital citizenship identifying ethical issues; protecting your data or computer** |
| **Week 14** | **Basic understanding and usage for AI tools** |
| **Week 15** | **Preparatory week before the final Exam** |

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| **Delivery Plan (Weekly Lab. Syllabus)****المنهاج الاسبوعي للمختبر** |
| **Week** | **Material Covered** |
| **Week 1** | **Lab 1: Getting to know computer hardware + turn on and shut down options +looking at the desktop + using mouse (Menu, pointing, selecting, dragging, scrolling and execution)+ using start button** |
| **Week 2** | **Lab 2: Create a folder (and file) , Rename, Copy, Cut, find, shortcut +Recycle bin ; using task bar**• |
| **Week 3** | Lab 3: looking at a typical window +control buttons + move, resize a window+ view options+ select files + file options +using taskbar. |
| **Week 4** | Lab 4: Install, open, close, and(control panel- Programs) uninstall applications(internet and other sources); Control Panel (power options), Control Panel (add a device or printer), Control Panel ( Project) |
| **Week 5** | Lab 5: Personalization (background and color) +(User Account (create a standard account, change password , picture and name)Control Panel- Clock and region (change date, time , and region) + Ease of Access ( Narrator, Magnifier, on screen keyboard)). |
| **Week 6** | Lab 6: MS Office (word, Excel, Power point, outlook) Starting each program and identify the main screen in details as title bar, main ribbons, etc. |
| **Week 7** | Lab 7: MS Word (Home Tab, Insert Tab, Layout Tab, View Tab + Watermark, Page boarder and Page color). |
| **Week 8** | Mid-term exam |
| **Week 9** | Lab 9: MS Excel (Home Tab, Insert, Page layout, Formula, Data). |
| **Week 10** | Lab 10: MS Power Point (Home Tab, Insert, Design, Transition, Animation). |
| **Week 11** | Lab 11: MS outlook (Home Tab, send and receive) + Calendar |
| **Week 12** | Lab 12: **Google apps Vs MS office.** |
| **Week 13** | Lab 13: Creating Gmail+ basic e-mail functions+ using google class.Using internet (Google scholar + fining courses and materials, Khan academy and finding resources). |
| **Week 14** | Lab 14: Using AI tools |
| **Week 15** | Preparatory week before the final Exam |

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| **Learning and Teaching Resources****مصادر التعلم والتدريس** |
|  | **Text** | **Available in the Library?** |
| **Required Texts** | Internet and Computing Core Certification | NO |
| **Recommended Texts** | F. E. Giesecke, A. Mitchell, H. C. Spencer, I. L. Hill, and J. T. Dygdon, Technical Drawing with Engineering Graphics, 15th ed., Upper Saddle River, NJ: Pearson, 2016. | No |
| **Websites** | https://alison.com/tag/microsoftShare and Discover Knowledge on SlideSharehttps://support.microsoft.com/en-us/traininghttps://support.google.com/a/usershttps://edu.gcfglobal.org/en/topics/googleapps/#https://edu.gcfglobal.org/en/subjects/office/#https://chat.openai.com |

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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 | **راسب (قيد المعالجة)** | (45-49) | More work required but credit awarded |
| **F –** Fail | **راسب** | (0-44) | Considerable amount of work required |
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| **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. |