

# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

Module Information				
معلومات المادة الدراسية				
Module Title	<b>Computer Applications (IC3)</b>		Module Delivery	
Module Type	Basic		<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	<b>MIET1102</b>			
ECTS Credits	6			
SWL (hr/sem)	180			
Module Level	1	Semester of Delivery		1
Administering Department	Type Dept. Code	College	Type College Code	
Module Leader	Sarah amer Dawood		e-mail	Sarah.aldoori@mtu.edu.iq
Module Leader's Acad. Title	Assistant Lecturer		Module Leader's Qualification	M.Sc.
Module Tutor	Name (if available)		e-mail	E-mail
Peer Reviewer Name	Dr. Aws Jabbar Ass.Prof.Dr. Ghaidaa Abdulrahman Khalid		e-mail	<a href="mailto:awss_alogaidi@mtu.edu.iq">awss_alogaidi@mtu.edu.iq</a> <a href="mailto:ghaidaakhalid@mtu.edu.iq">ghaidaakhalid@mtu.edu.iq</a>
Scientific Committee Approval Date	16/06/2023		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	
<b>Module Objectives</b> أهداف المادة الدراسية	<ol style="list-style-type: none"> <li>1. To understand operating system, its types, and their characteristics.</li> <li>2. To be familiar with the desktop.</li> <li>3. To be familiar and manage files and folders.</li> <li>4. To be familiar with the hardware components of the computer.</li> <li>5. To be able to use the control panel.</li> <li>6. To understand software and its types.</li> <li>7. To be able to use essential applications (MS Office).</li> <li>8. To be able to use MS Word program.</li> <li>9. To be able to use MS Excel program.</li> <li>10. To be able to use MS PowerPoint program.</li> <li>11. To be able to use MS Outlook.</li> <li>12. To be familiar with search engines and the World Wide Web.</li> <li>13. To be able to use Google apps.</li> </ol>
<b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية	<ol style="list-style-type: none"> <li>1. Demonstrate understanding of operating systems, including their types and characteristics.</li> <li>2. Navigate and utilize the desktop effectively.</li> <li>3. Manage files and folders proficiently.</li> <li>4. Identify and comprehend the hardware components of a computer system.</li> <li>5. Utilize the control panel efficiently.</li> <li>6. Differentiate software types and their applications.</li> <li>7. Effectively utilize essential applications such as MS Office.</li> <li>8. Demonstrate proficiency in using the MS Word program.</li> <li>9. Demonstrate proficiency in using the MS Excel program.</li> <li>10. Demonstrate proficiency in using the MS PowerPoint program.</li> <li>11. Utilize MS Outlook for email and scheduling purposes.</li> <li>12. Navigate search engines and utilize the World Wide Web effectively.</li> <li>13. Utilize Google apps for various tasks.</li> </ol>
<b>Indicative Contents</b>	Indicative content includes the following.

المحتويات الإرشادية	<p>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. (5 hrs)</p> <p>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, security, and bug fixes. Exploring the taskbar. (10 hrs)</p> <p>Files and Folders: Understanding the typical window and file management. Introduction to the Recycle Bin. Concepts of drives, folders, and files, highlighting their differences and importance. Exploring directory and folder hierarchy. Understanding file names and common extensions. (10 hrs)</p> <p>Computer Hardware: Identifying various computer types (mainframe, supercomputers, desktops, laptops, tablets, etc.). Exploring components inside a computer, such as the microprocessor, system memory, and storage systems. Recognizing input/output devices and their interaction. (8 hrs)</p> <p>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. (5 hrs)</p> <p>MS Office Basics: Definitions and key concepts in MS Office applications and Usage. (15 hrs)</p> <p>Google apps and gmail (4 hrs)</p> <p>Familiarity with the control panel and its categories and usage. (10 hrs)</p> <p>Software Overview: Understanding software requirements and their implications for hardware. Introduction to different types of application software, including integrated sheets, desktop publishing, spreadsheets, databases, presentations, art, engineering, mathematics, statistics, medical, management, content creation, multimedia, and entertainment. Overview of system protection. (3 hrs)</p> <p>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. Guidelines for safe online purchasing and sharing personal information. (5 hrs)</p>
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## Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

<b>Strategies</b>	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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<b>Student Workload (SWL)</b>			
الحمل الدراسي للطالب محسوب لـ 14 اسبوعا			
<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	88	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	6
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	92	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	6.5
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	<b>180</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 13	LO #1, #2, #3 and #5, #7
	<b>Assignments</b>	4	10% (10)	8,9,10, and 11	LO #7, #8 and and #7 #9 and #7, #10 and #7, #11
	<b>Projects / Lab.</b>	5	15% (15)	Continuous	All
	<b>Report</b>	1	5% (5)	6	LO #4, #7 , #8 and #12
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	10% (10)	7	LO #1 - #4
	<b>Final Exam</b>	4hr	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>	Operating systems what is an operating system and what it can do, types of operating systems (Examples) the differences between operating systems and software applications; computer power on/ off , power options.
<b>Week 2</b>	Looking at the desktop: navigation on desktop; using start button; working with application; understanding software and hardware (their differences, importance and relationships).
<b>Week 3</b>	explain why hardware can influence the operating system and software and vice versa; software updates, security and bugs; software ethics +Using taskbar
<b>Week 4</b>	Files and folders looking at typical window. understanding Recycle bin. concepts of drives, folders, and files (differences and importance); Directory and folder hierarchy and structure; understanding file name and common extensions.
<b>Week 5</b>	Computer hardware identifying computer (mainframe, super computers, mini computers, desktop, notebooks, laptop, tablet, PCs, servers, Hand held or mobile computers; Music on Media players and Electronic book readers).
<b>Week 6</b>	Looking inside a computer (microprocessor, system memory, storage systems)
<b>Week 7</b>	recognizing input/ output devices (using keyboard, pointing devices, microphones, monitor, printers, projector, and speakers) understanding how it works together.
<b>Week 8</b>	<b>Mid Term</b>
<b>Week 9</b>	looking at the main screen- common features (for word, excel, and PowerPoint) understanding ribbon; tabs; status bar- and what is specific for each
<b>Week 10</b>	Basic Definitions and concepts in MS Office
<b>Week 11</b>	Understanding control Panel and its categories
<b>Week 12</b>	Understanding user accounts and rights create new user account, change in controls; rights and access
<b>Week 13</b>	What is software (Checking system requirements, and hardware implications); application software; integrated sheets; desktop publishing; spreadsheet; database management; presentation; Art; Engineering; mathematics; statistics; medical; management; content creation; multimedia; entertainment; system protection)
<b>Week 14</b>	Digital citizenship identifying ethical issues (understanding intellectual property, copyright and licensing); protecting your data or computer (identifying software threats, understanding viruses), protecting yourself while online; buying online; how much information should I share? protecting your privacy)
<b>Week 15</b>	<b>Preparatory week before the final Exam</b>

المناهج الاسبوعي للمختبر

	Material Covered
Week 1	Lab 1: Getting to know computer hardware + turn on and shut down options +looking at the desktop + using mouse (pointing, selecting, dragging, scrolling and execution).
Week 2	Lab 2: Create a folder (and file) , Rename, Copy, Cut, shortcut +Recycle bin + using start button+ Hide Folder.
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: Creating Gmail+ basic e-mail functions+ using google class.
Week 5	Lab 5: Using internet (Google scholar + fining courses and materials, Khan academy and finding resources).
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, References Tab, Review tab, View Tab + Watermark, Page boarder and Page color).
Week 8	Lab 8:MS Excel (Home Tab, Insert, Page layout, Formula, Data).
Week 9	Lab 9:MS Power Point (Home Tab, Insert, Design, Transition, Animation).
Week 10	Lab 10:MS outlook (Home Tab, send and receive) + <b>Google apps Vs MS office.</b>
Week 11	Lab 11: Install, open, close, and(control panel- Programs) uninstall applications(internet and other sources).
Week 12	Lab 12: Categories of Control Panel (System and security ( power options)+Network and internet (Network and sharing center) personalization (background and color) + Hardware and sounds (add a device or printer)).
Week 13	Lab 13: Categories of Control Panel (User Account (create a standard account, change password , picture and name) + Clock and region (change date, time , and region) + Ease of Access ( Narrator, Magnifier, on screen keyboard)).
Week 14	<b>Preparatory week before the final Exam</b>

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	Internet and Computing Core Certification	No
Recommended Texts		



Websites	<a href="https://alison.com/tag/microsoft">https://alison.com/tag/microsoft</a> <a href="#">Share and Discover Knowledge on SlideShare</a>
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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
<b>Note:</b> 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.				

