



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



الملحق 4: وصف المادة الدراسية

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Skills		Module Delivery
Module Type	Basic		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	U 103		
ECTS Credits	4		
SWL (hr/sem)	100		
Module Level	1	Semester of Delivery	
Administering Department		College	College of Engineering
Module Leader		e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date		Version Number	1.0

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



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



Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives 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. Enabling the student to know the concepts of information technology by learning the basics of the computer.2. Enabling the student to know about the use of GUI operating systems.3. Enabling the student to deal with the skills of using the operating system (Windows operating system) through exploring, customizing, and controlling its settings.4. Enabling the student to work on the word processing program (Microsoft Word).5. Enabling the student to work on the spreadsheet program (Microsoft Excel).6. Enabling the student to work on the presentation program (Microsoft PowerPoint).
Indicative Contents المحتويات الإرشادية	<p>Indicative content includes the following.</p> <ul style="list-style-type: none">• Course introduction (4 hrs)• Working with GUI operating systems with a focus on Microsoft Windows OS (8 hrs)• Microsoft Office Word (MS Word) (16 hrs)• Microsoft Office Excel (MS Excel) (16 hrs)• Microsoft Office PowerPoint (MS PowerPoint) (16 hrs)
Description	<p>Overview of computers: basic components, applications. GUI operating systems: Microsoft Windows operating system. Microsoft Office Word: getting started with Word, editing a document and formatting text and paragraphs, adding tables and inserting graphic objects, controlling page appearance and proofing a document. Microsoft Office Excel: getting started with Excel, sorting, selecting and subtotaling data, formulas and functions, worksheet formatting and presentation. Microsoft Office PowerPoint: getting started with 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.</p>



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



Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	In this course, students are guided by:
	<ul style="list-style-type: none"> • 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 the practical work. • Encourage students to work in groups.

Student Workload (SWL)

الحمل الدراسي للطلاب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطلاب خلال الفصل	64	Structured SWL (h/w) الحمل الدراسي المنتظم للطلاب أسبوعيا	4
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطلاب خلال الفصل	36	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطلاب أسبوعيا	2.4
Total SWL (h/sem) الحمل الدراسي الكلي للطلاب خلال الفصل	100		

Module Evaluation

تقييم المادة الدراسية

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



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



Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Overview of computers and their basic components and applications
Week 2	Operating computer using GUI operating systems
Week 3	The basic use of Microsoft Windows operating system
Week 4	Microsoft Office Word: Getting Started with Word
Week 5	Microsoft Office Word: Editing a Document and Formatting Text and Paragraphs
Week 6	Microsoft Office Word: Adding Tables and Inserting Graphic Objects
Week 7	Microsoft Office Word: 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
Week 10	Microsoft Office Excel: Formulas and Functions
Week 11	Microsoft Office Excel: Worksheet Formatting and Presentation
Week 12	Microsoft Office PowerPoint: Getting Started with PowerPoint
Week 13	Microsoft Office PowerPoint: Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation and Modifying Objects in Your Presentation
Week 14	Microsoft Office PowerPoint: Adding Graphical Elements, tables and charts to Your Presentation and Modifying Objects in Your Presentation
Week 15	Microsoft Office PowerPoint: Prepare to deliver your presentation
Week 16	Preparatory week before the final exam



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



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	Basic use of Windows operating system
Week 3	General view of Windows OS tools with a focus on Microsoft Office tools
Week 4	Microsoft Office Word: Getting Started with Word
Week 5	Microsoft Office Word: Editing a Document and Formatting Text and Paragraphs
Week 6	Microsoft Office Word: Adding Tables and Inserting Graphic Objects
Week 7	Microsoft Office Word: 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
Week 10	Microsoft Office Excel: Formulas and Functions
Week 11	Microsoft Office Excel: Worksheet Formatting and Presentation
Week 12	Microsoft Office PowerPoint: Getting Started with PowerPoint
Week 13	Microsoft Office PowerPoint: Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation and Modifying Objects in Your Presentation
Week 14	Microsoft Office PowerPoint: Adding Graphical Elements, tables and charts to Your Presentation and Modifying Objects in Your Presentation
Week 15	Microsoft Office PowerPoint: Prepare to deliver your presentation

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 	No
Websites	Microsoft Help, https://support.microsoft.com/en-us/products Learn Microsoft Office, https://www.goskills.com/Microsoft-Office	



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



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.