

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية			
Module Title	Fundamentals of Computer Science		Module Delivery
Module Type	Support or related learning activity		☒ Theory ☐ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ LSeminar
Module Code	BUOG 125		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	UGI	Semester of Delivery	
Administering Department	EOG	College	CIMOG
Module Leader	Name: Ali Hameed	e-mail	E-mail muhanad.moslem@buog.edu.iq
Module Leader's Acad. Title	Ass. Lec.	Module Leader's Qualification	MSc.
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	01/06/2024	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	1. Teaching the student to learn about the Excel program and how to manage the basic rules, use formulas and functions, and manage large data. 2. It has become very necessary for the student to learn to use the computer due to the role of the Internet in many fields, including education, scientific research, trade and marketing.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. Join the theoretical aspect of the subject to reality so that the student can understand the program. 2. Teaching the student how to think logically through discussion and conducting possible dialogue on the subjects of the subject. 3. Activating scientific discussion within the class about finding proposed solutions to accounting and economic problems and others to encourage the student to understand and think scientifically correctly.

Indicative Contents المحتويات الإرشادية	
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	1- Explaining the subject's vocabulary theoretically and practically, while trying to link it to reality so that the student can understand it. 2- Using mathematical and statistical analysis methods to address a specific social, economic or accounting problem. 3- Conducting daily and weekly tests to determine the extent of the student's comprehension of the subject. 4- Activating student participation in explaining the subject and raising scientific inquiries and questions about it.

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	48	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	3
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	27	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	1	10% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	0	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	3	20% (10)	Continuous	All
	Report	2	10% (10)	13	LO #5, #8 and #10
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered

Week 1	Chapter One: Running the Word program, the File tab, the program interfaces and ribbons
Week 2	Home tab, Clipboard group, Font and Paragraph
Week 3	Styles group, editing group, tabbing group, and page layout group
Week 4	Page layout and background set
Week 5	Paragraph group, Arrange and Tab group, Document Views group
Week 6	Show group and maximize group, help instructions
Week 7	Chapter Two / Insert tab, Pages group and Tables group
Week 8	Table Tools tab, Table Design tab, and Layout tab
Week 9	Graphics set, Image tools, Links set
Week 10	Header and footer set, text set, and symbol set
Week 11	PowerPoint operation and program interfaces, File tab, open file, save new presentation, Save a stock presentation in another format, open and close a stock presentation.
Week 12	View and print slides on paper, Home tab, Home tab, Page Setup and Layout group, Slide Show Tab Background, Presentation Tab, Presentation Views group.
Week 13	Main Display Set, Show Set, and Trend Set, Color and grayscale, zoom range, Set window and help instructions.
Week 14	Inserting objects, adding movements, and adding shapes, Drawing and Editing group, Insert tab, and Tables group.
Week 15	A collection of photographs, a collection of illustrations, Links, groups, text, and symbols, adding animations to slides, Transitions tab, Preview group and Timing group.

Delivery Plan (Weekly Lab. Syllabus) المناهج الاسبوعي للمختبر	
	Material Covered
Week 1	Running the Word program, the File tab, the program interfaces and ribbons, Running the Word program, the File tab, the program interfaces and ribbons
Week 2	Styles group, editing group, tabbing group, and page layout group, Page layout and background set
Week 3	Paragraph group, Arrange and Tab group, Document Views group, Show group and maximize group, help instructions
Week 4	Insert tab, Pages group and Tables group, Table Tools tab, Table Design tab, and Layout tab
Week 5	Graphics set, Image tools, Links set, Header and footer set, text set, and symbol set
Week 6	PowerPoint operation and program interfaces, File tab, open file, save new presentation, Save a stock presentation in another format, open and close a stock presentation, View and print slides on paper, Home tab, Home tab, Page Setup and Layout group, Slide Show Tab Background, Presentation Tab, Presentation Views group
Week 7	Main Display Set, Show Set, and Trend Set, Color and grayscale, zoom range, Set window and help instructions, Inserting objects, adding movements, and adding shapes, Drawing and Editing group, Insert tab, and Tables group

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	اساسيات الحاسوب وتطبيقاته المكتبية الجزء الثاني 2010 office Microsoft وزارة التعليم العالي والبحث العلمي أ.م.زياد محمد عبود ، أ. غسان حميد عبد المجيد، د.مصطفى ضياء الحسني	Yes
Recommended Texts	1. Learn Microsoft Office 2021: Your one-stop guide to upskilling with new features of Word, PowerPoint, Excel, Outlook, and Teams, 2nd Edition 2nd ed. Edition 2. Learn Microsoft Office 2019: A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook Illustrated Edition	No
Websites		

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.				