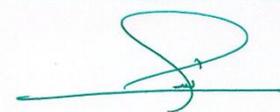


# MODULE DESCRIPTION FORM

Module Information			
Module Title	Computer Science		Module Delivery
Module Type	Support		- Theoretical - Practical
Module Code	UOWA101		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	3	Semester of Delivery	2
Administering Department	Medical Physics	College	Sciences
Module Leader	Hasan Sabah Kadhim	e-mail	<a href="mailto:hasan.sabah@uowa.edu.iq">hasan.sabah@uowa.edu.iq</a>
Module Leader's Acad. Title	Assistant Lect.	Module Leader's Qualification	MS. C.
Module Tutor	Hasan Sabah Kadhim	e-mail	<a href="mailto:hasan.sabah@uowa.edu.iq">hasan.sabah@uowa.edu.iq</a>
Peer Reviewer Name	Asst. Pro.Dr. Hayder M. Ali	e-mail	Hayder@uowa.edu.iq
Scientific Committee Approval Date	2025-12-20	Version Number	V 1.0

  
 أ.م.د. شيما حسين نونيل  
 ٢٠٢٥ - ٢٠٢٦



  
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Approval of the Dean of the College

Department Head Approval

### Relation with other Modules

<b>Prerequisite module</b>	No	<b>Semester</b>	/
<b>Co-requisites module</b>	No	<b>Semester</b>	/

### Module Aims, Learning Outcomes and Indicative Contents

<b>Subject objective</b>	<p>This course aims at:</p> <ol style="list-style-type: none"> <li>1- Introducing a brief idea about the development of Computers.</li> <li>2- Having a good about the desktop, settings and personalization of Windows. Next, we will learn to organize information, manage files and settings in the Setting and Control Panel sections. In the end, we will examine the Windows applications.</li> <li>3- Learning about the MS Word: we are going to review Microsoft Office Word and check how we can edit our texts, use the professional tools of this software and prepare our texts for presentation to other users.</li> <li>4- Learning the MS Excel: data entry, data analysis tools and most used functions, discussed with examples.</li> </ol> <p>Learning MS PowerPoint: teaching the different PowerPoint tools, lessons are taught to show creative ideas for using the tools. The ideas used in these lessons will help you to be creative and professional in designing presentation slides as well as producing graphic content.</p>
<b>Subject learning outcomes</b>	<p>The student would be able to:</p> <ol style="list-style-type: none"> <li>1- Use window operation system user interface.</li> <li>2- Gain a thorough understanding of the Windows operating system, its features, and functionality.</li> <li>3- Develop the ability to navigate and manage the Windows interface, MS word, MS excel, and PowerPoint efficiently.</li> <li>4- Acquire skills in configuring system settings, managing files and folders, and using built-in tools and utilities.</li> </ol>

	<p>5- Learn to create and format documents, spreadsheets, presentations, and emails effectively.</p> <p>6- Understand advanced features of Microsoft Office, such as formulas and functions in Excel, collaboration tools,</p> <p>7- Develop problem-solving skills specific to Windows and Microsoft software, such as diagnosing and resolving common software issues.</p> <p>8- Learn to troubleshoot and debug problems related to Windows configuration, software installations, and compatibility.</p>
<b>Guidance content</b>	<p>Indicative content includes the following:  The purpose of computer science training is to review and learn the Windows operating system and Microsoft software. The operating system manages system resources and provides a platform where other software can run and users can use their services.  Also, MS word, excel, and power point are so useful for create edit any kind of documents</p>

<b>Learning and Teaching Strategies</b>	
<b>Strategies</b>	<p>Lectures: Engaging and interactive lectures to introduce new concepts, theories, and problem-solving techniques.</p> <p>Hands-on Practice: Active engagement and practical exercises are key to learning computer software effectively.</p> <p>Demonstration and Explanation: Instructors demonstrate software features and explain concepts using examples and visuals.</p> <p>Step-by-Step Tutorials: Providing clear instructions and visuals helps learners follow along and grasp software functionalities.</p> <p>Collaborative Learning: Encouraging collaboration among learners through group projects or peer feedback fosters a supportive learning environment.</p> <p>Online Resources and Documentation: Supplementing learning with online resources, official documentation, and forums enhances understanding and troubleshooting.</p> <p>Real-World Applications: Relating software learning to real-world scenarios increases student engagement and practical relevance.</p>

<b>Student Workload (SWL)</b>
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<b>Scheduled hours (hr./Sem.)</b>	48	<b>Scheduled hours (hr./week)</b>	3.2
<b>Unscheduled hours (hr./ Sem.)</b>	27	<b>Unscheduled hours (hr./week)</b>	1.8
<b>Total (hr./ Sem.)</b>	72 + 3 final = 75		

<b>Module Evaluation</b>					
		<b>Time/Number</b>	<b>Weight (Marks)</b>	<b>Week Due</b>	<b>Relevant Learning Outcome</b>
<b>Formative assessment</b>	<b>Quizzes</b>	1	10% (10)	4,7	1,2,3
	<b>Online Assigs.</b>	1	10% (10)	10	3,4
	<b>Onsite Assigs.</b>	2	10% (5)	7,14	1 – 8
	<b>Reports</b>	1	10% (10)	9	4,5,6
<b>Summative assessment</b>	<b>Mid exam</b>	2 hr.	10	8	6,7,8
	<b>Final exam</b>	3 hrs.	50	16	All
<b>Total assessment</b>			100 (Marks)		

<b>Delivery Plan (Weekly Syllabus)</b>	
	<b>Material Covered</b>
<b>Week 1</b>	Desktop, Settings and Personalization, Setting the Background, Color setting, Start Menu.
<b>Week 2</b>	Organizing Information, Managing Files and This PC, Set File Explorer Home Page, Lab participation, Computer Driving.
<b>Week 3</b>	Control Panel, Management of Default Software, Date and Time, Font, Managing Languages
<b>Week 4</b>	MS Word: Editing Tools, Font Settings, Paragraph Settings, Lab Participation, Computer Driving.
<b>Week 5</b>	Inserting Information, Working with the Page, Tables, Images.
<b>Week 6</b>	Formatting the File, Familiarity with Ready Templates and How to Create a New Template, Lab Participation.
<b>Week 7</b>	MS Excel: Formatting in Excel, Drawing and Formatting Cells, Rows, Columns and Worksheets.
<b>Week 8</b>	Mid-Term Exam, practical hr. Lab participation
<b>Week 9</b>	Formatting Cells with Numeric Contents, Using Style for Quick Formatting.
<b>Week 10</b>	Conditional IF Function for Conditional Calculations in Excel, H.W_1, Lab Participation, Document Editing.
<b>Week 11</b>	MS PowerPoint: Getting to Know the PowerPoint User Environment.
<b>Week 12</b>	File Menu and Settings, Document Editing
<b>Week 13</b>	The Quick Access Menu, Ribbon and its Tools
<b>Week 14</b>	Ruler, Grid Lines and Guidelines
<b>Week 15</b>	Review and discussion.

<b>Educational and teaching resources</b>		
	<b>Text</b>	<b>Available in the library?</b>
<b>Essential/Required Books</b>	Andy Rathbone, Windows 10 For Dummies, 4th Edition Joan Lambert and Curtis Frye: Microsoft Office 2016 Step by Step	No
<b>booksThe testatorWith it</b>	Windows Operating System Fundamentals: Windows Operating System Fundamentals, 2019. John Walkenbach: Microsoft Excel 2016 Bible	No
<b>Websites</b>	- <a href="https://edu.gcfglobal.org/en/computerbasics/">https://edu.gcfglobal.org/en/computerbasics/</a> - <a href="https://edu.gcfglobal.org/en/word/">https://edu.gcfglobal.org/en/word/</a> - <a href="https://edu.gcfglobal.org/en/excel/">https://edu.gcfglobal.org/en/excel/</a> - <a href="https://edu.gcfglobal.org/en/powerpoint/">https://edu.gcfglobal.org/en/powerpoint/</a>	

## Grading Scheme

Group	Grade	التقدير	Marks %	Definition
<b>Success Group</b> <b>(50 - 100)</b>	<b>A</b> - Excellent	امتياز	90 - 100	Outstanding Performance
	<b>B</b> - Very Good	جيد جدا	80 - 89	Above average with some errors
	<b>C</b> - Good	جيد	70 - 79	Sound work with notable errors
	<b>D</b> - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	<b>E</b> - Sufficient	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group</b> <b>(0 – 49)</b>	<b>FX</b> – Fail	راسب (فقد المعالجة)	(45-49)	More work required but credit awarded
	<b>F</b> – 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.