

# MODULE DESCRIPTION FORM

## نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Applications (IC3)		Module Delivery
Module Type	Basic		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	MIET1102		
ECTS Credits	6		
SWL (hr/sem)	180		
Module Level	1	Semester of Delivery	
Administering Department	MIET	College	CETE
Module Leader	لفتة رحيم علي	e-mail	<a href="mailto:lalkhazraji@gmail.com">lalkhazraji@gmail.com</a>
Module Leader's Acad. Title	Assistant Lecturer	Module Leader's Qualification	MSc
Module Tutor	لفتة رحيم علي	e-mail	_____
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	19/11/2023	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

<p><b>Module Objectives</b></p> <p>أهداف المادة الدراسية</p>	<ol style="list-style-type: none"><li>1. To understand operating system, be familiar with its types.</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 basic concepts of hardware components of the computer.</li><li>5. To be able to use the basic functions in control panel.</li><li>6. To recognize software types.</li><li>7. To be able to understand the basic similarities and differences among (MS Office) applications.</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><li>14. To be introduced to AI tools.</li></ol>
<p><b>Module Learning Outcomes</b></p> <p>مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"><li>1. Demonstrate understanding of operating systems, including their types.</li><li>2. Navigate and utilize the desktop effectively.</li><li>3. Manage files and folders proficiently.</li><li>4. Identify 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><li>14. Basic Use of AI tools.</li></ol>
<p><b>Indicative Contents</b></p> <p>المحتويات الإرشادية</p>	<p>Indicative content includes the following.</p> <p>Introduction to Operating Systems: Definition, functions, and capabilities of an operating system. Types of operating systems (e.g., Windows, macOS, Linux) with</p>

	<p>examples. Differences between operating systems and software applications. Power options: computer power on/off and power settings. (3 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. Exploring the taskbar. (6 hrs)</p> <p>Files and Folders: Understanding the typical window and file management. Introduction to the Recycle Bin. Understanding file names and common extensions. (6 hrs)</p> <p>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)</p> <p>Familiarity with the control panel and its categories and usage. (6 hrs)</p> <p>Software Overview: Understanding software requirements and their implications for hardware. Introduction to different types of application software + Dealing with viruses and malwares (2 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. (3 hrs)</p> <p>MS Office Basics: Definitions and key concepts in MS Office applications and Usage. (9 hrs)</p> <p>Google apps and Gmail ( 3hrs)</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. And basic understanding and usage for AI tools (3 hrs)</p>
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<b>Learning and Teaching Strategies</b> استراتيجيات التعلم والتعليم	
<b>Strategies</b>	<p>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.</p>

## Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ 14 اسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	49	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	3
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	26	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

## Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	2	10% (10)	5 and 9	LO #1, #2, #3 and #6, #7
	<b>Assignments</b>	2	10% (10)	4 and 6	LO #4, #8, #12 and #5, #12
	<b>Projects / Lab.</b>	5	15% (15)	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
	<b>Report</b>	1	5% (5)	6	LO #12, #7, #8 and #12
<b>Summative assessment</b>	<b>Midterm Exam</b>	3hr	10% (10)	8	LO #1 - #6
	<b>Final Exam</b>	4hr	50% (50)	16	All
<b>Total assessment</b>			100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

### المنهاج الاسبوعي النظري

	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	<b>Mid Term</b>
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	<b>Preparatory week before the final Exam.</b>

## Delivery Plan (Weekly Lab. Syllabus)

### المنهاج 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 (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

<b>Week 3</b>	Lab 3: looking at a typical window +control buttons + move, resize a window+ view options+ select files + file options +using taskbar.
<b>Week 4</b>	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).
<b>Week 5</b>	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)).
<b>Week 6</b>	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.
<b>Week 7</b>	Lab 7: MS Word (Home Tab, Insert Tab, Layout Tab, View Tab + Watermark, Page boarder and Page color).
<b>Week 8</b>	Lab 8: <b>Mid Term</b>
<b>Week 9</b>	Lab 9: MS Excel (Home Tab, Insert, Page layout, Formula, Data).
<b>Week 10</b>	Lab 10: MS Power Point (Home Tab, Insert, Design, Transition, Animation).
<b>Week 11</b>	Lab 11: MS outlook (Home Tab, send and receive) + Calendar.
<b>Week 12</b>	Lab 12: <b>Google apps Vs MS office.</b>
<b>Week 13</b>	Lab 13: Creating Gmail+ basic e-mail functions+ using google class. Using internet (Google scholar + fining courses and materials, Khan academy and finding resources).
<b>Week 14</b>	Lab 14: Using AI tools
<b>Week 15</b>	Preparation for Final exam

## Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
<b>Required Texts</b>	Internet and Computing Core Certification	No
<b>Recommended Texts</b>		
<b>Websites</b>	<a href="https://alison.com/tag/microsoft">https://alison.com/tag/microsoft</a> <a href="https://support.microsoft.com/en-us/training">Share and Discover Knowledge on SlideShare https://support.microsoft.com/en-us/training</a> <a href="https://support.google.com/a/users">https://support.google.com/a/users</a> <a href="https://edu.gcfglobal.org/en/topics/googleapps/#">https://edu.gcfglobal.org/en/topics/googleapps/#</a> <a href="https://edu.gcfglobal.org/en/subjects/office/#">https://edu.gcfglobal.org/en/subjects/office/#</a> <a href="https://chat.openai.com">https://chat.openai.com</a>	

## Grading Scheme

### مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	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
<b>Fail Group (0 - 49)</b>	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.