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	1		**Semester of Delivery**	1	
Administering Department	Medical Physics		**College**	Sciences	
Module Leader	Karar Sadiq Mohsen		**e-mail**	karar.sadeq@uowa.edu.iq	
Module Leader's Acad. Title	Assistant Lect.		**Module Leader's Qualification**	MS. C.	
Module Tutor	Ali Abdul Hussein Ibrahim		**e-mail**	ali.abdulhussein19@uowa.edu.iq	
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Scientific Committee Approval Date	2025-12-20		**Version Number**	**V 1.0**	

Approval of the Dean of the College **Department Head Approval**

Relation with other Modules			
Prerequisite module	No	**Semester**	/
Co-requisites module	No	**Semester**	/

Module Aims, Learning Outcomes and Indicative Contents	
Subject objective	This course aims at: 1- Introducing a brief idea about the development of Computers. 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. 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. 4- Learning the MS Excel: data entry, data analysis tools and most used functions, discussed with examples. 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.
Subject learning outcomes	The student would be able to: 1- Use window operation system user interface. 2- Gain a thorough understanding of the Windows operating system, its features, and functionality. 3- Develop the ability to navigate and manage the Windows interface, MS word, MS excel, and PowerPoint efficiently. 4- Acquire skills in configuring system settings, managing files and folders, and using built-in tools and utilities. 5- Learn to create and format documents, spreadsheets, presentations, and emails effectively. 6- Understand advanced features of Microsoft Office, such as formulas and functions in Excel, collaboration tools, 7- Develop problem-solving skills specific to Windows and Microsoft software, such as diagnosing and resolving common software issues. 8- Learn to troubleshoot and debug problems related to Windows configuration, software installations, and compatibility.

Guidance content	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

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

Student Workload (SWL)			
Scheduled hours (hr./Sem.)	60	**Scheduled hours (hr./week)**	4
Unscheduled hours (hr./ Sem.)	12	**Unscheduled hours (hr./week)**	1
Total (hr./ Sem.)	72 + 3 final = 75		

Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	1	10% (10)	4.7	1,2,3
	Online Assigs.	1	10% (10)	10	3,4
	Onsite Assigs.	2	10% (5)	7,14	1 – 8
	Reports	1	10% (10)	9	4,5,6
Summative assessment	**Madd exam**	2 hr.	10	8	6,7,8
	Final exam	3 hrs.	50	16	All
Total assessment			100 (Marks)		

Delivery Plan (Weekly Syllabus)

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

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

Grading Scheme				
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	مت,سط	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.