Ministry of Higher Education and Scientific Research - Iraq
Northern Technical University
College of Oil & Gas Techniques Engineering/Kirkuk
Department of Fuel and Energy Engineering

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية			
Module Title	**Computer**	**Module Delivery**	
Module Type	**Basic**	☒ Theory	
Module Code	**NTU102**	☒ Lab	
ECTS Credits	**3**	☐ Tutorial	
SWL (hr/sem)	**75**	☐ Practical	
Module Level	1	**Semester of Delivery**	2
Administering Department	FEK	**College**	COGTEK
Module Leader	Dr. Najwa M. Latif	**e-mail**	Najwa_alkarimi @ntu.edu.iq
Module Leader's Acad. Title	Lecturer	**Module Leader's Qualification**	Ph.D.
Module Tutor	Name (if available)	**e-mail**	E-mail
Peer Reviewer Name	Name	**e-mail**	E-mail
Scientific Committee Approval Date	01/06/2023	**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	
Module Aims أهداف المادة الدراسية	1. To Learn how to use the computer and develop the student's skill 2. To understand the most important components and parts of the computer. 3. Learn the most important Microsoft Office applications.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	Course Outcomes: At the end of the course, students are able to: 1. 1. Identify different types of computer hardware & software. 2. 2. Give a student the skill in the use of computers and service applications.
Indicative Contents المحتويات الإرشادية	Computer education is education that aims to create an interactive environment between the computer and the user (student, teacher, or any beneficiary), and enables him to access learning resources at any time and from anywhere. That is, education that relies on the use of electronic media in communication, receiving information, acquiring skills, and interaction between the student and the teacher, between the student and the school, and between the school and the teacher without the need for school buildings or classrooms.

Learning and Teaching Strategies	
استراتيجيات التعلم والتعليم	
Strategies	The main strategy that will be adopted in delivering this module is to encourage students' participation in the exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through classes, interactive tutorials and by considering type of simple experiments involving some sampling activities that are interesting to the students.

Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	37	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	2.47
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	38	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	2.53
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	75		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	2	10% (10)	5, 10	LO #1, 2, 10 and 11
	Assignments	2	10% (10)	2, 12	LO # 3, 4, 6 and 7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO # 5, 8 and 10
Summative assessment	**Midterm Exam**	2 hr	10% (10)	7	LO # 1-7
	Final Exam	2hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Definition of the computer, components.
Week 2	Method of operation, simple diagram of the components and units of the computer. Phase's computers and the development of computers and the data and information
Week 3	Fields use of computers, Computer components, Types of Computers
Week 4	Folders Size and cascade, windows folder construction, construction choose file or 'older find, file or folder copy past Introduction.

Week 5	Computer software. Devices of input and output.Desktop, Mouse, my computer-icons, close window, stand by.
Week 6	Operations of the calculating by using Microsoft Excel program.
Week 7	Introduction. Menus and toolbars. Coordinating the cells and the worksheet window. Editing the cells. Operations of the calculating by using Microsoft Excel program.
Week 8	Drawing the charts by using Microsoft Excel program. Printing and printing options.
Week 9	Drawing the charts by using Microsoft Excel program. Printing and printing options.
Week 10	Introduction. The creating for Power Point slides. Using and modifying the design templates. Editing of the Power Point cells. Inserting pictures, text and tables in the presentation slides.
Week 11	Setup the auto showing of the presentation sides. Printing and printing setup to the Power Point slides.
Week 12	Definition of the Word program and the basic elements of the program.
Week 13	Introduction. Menus and toolbars. Coordinating the cells and the worksheet window. Editing the cells of the Word program.
Week 14	Editing the cells. Change write properties
Week 15	How to print and change font properties, search, arrange data
Week 16	Insert tables and pictures , symbols and Text box

Delivery Plan (Weekly Lab. Syllabus)	
المنهاج الاسبوعي للمختبر	
	Material Covered
Week 1	Lab 1: components of the computer
Week 2	Lab 2: Method of operation simple diagram of the components and units of the computer
Week 3	Lab 3: Fields use of computers
Week 4	Lab 4: Folders Size and cascade, windows folder construction
Week 5	Lab 5: Operations of the calculating by using Microsoft Excel program.
Week 6	Lab 6: Editing the cells. Operations of the calculating by using Microsoft Excel program.
Week 7	Lab 7: Drawing the charts by using Microsoft Excel program. Printing and printing options.
Week 8	Lab 8: The creating for Power Point slides
Week 9	Lab 9: Printing and printing setup to the Power Point slides.
Week 10	Lab 10: How to run Word program

Week 11	Lab 11: Menus and toolbars. Coordinating the cells and the worksheet window. Editing the cells
Week 12	Lab 12: basic elements of the program
Week 13	Lab 13: How to print and change font properties
Week 14	Lab 14: Editing the cells. Change write properties
Week 15	Lab 15: How to print and change font properties, search, arrange data
Week 16	Lab 16: How you can Insert tables and pictures , symbols and Text box

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	Exploring Microsoft Office 2019 Introductory , by Mary Poatsy (Author), Keith Mulbery (Author),Publisher : Pearson; 1st edition (June 1, 2021) Learn PC authoring A.P.Dr. Hassan Hadi.	Yes
Recommended Texts	Microsoft Office for Beginners by M.L. Humphrey, Publisher: M.L. Humphrey (July 23, 2020).	No
Websites	https://support.microsoft.com/en-us/training https://www.linkedin.com/learning/topics/microsoft-office?trk=lynda_redirect_learning	

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.