MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	**Fundamentals of Computer Science**	**Module Delivery**	
Module Type	**Suport 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**	2
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	

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) المنهاج 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 office2010 Microsoftوزارة 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.