

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Skills II		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	MU010601206		
ECTS Credits	7		
SWL (hr/sem)	175		
Module Level	1	Semester of Delivery	
Administering Department	Computer science	College	College of science
Module Leader	Salah Taha	e-mail	Salah.taha@uomustansiriyah.edu.iq
Module Leader's Acad. Title	Asst. Professor	Module Leader's Qualification	MSc.
Module Tutor		e-mail	
Peer Reviewer Name	Yasamin Hamza	e-mail	yhamza@uomustansiriyah.edu.iq
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 Objectives أهداف المادة الدراسية	The course is intended to teach the students the basics and principles of Microsoft Office 2010 by learning and understanding the basic Features of Office Applications such as: <ol style="list-style-type: none">1. Word.2. PowerPoint.3. Excel.4. Access.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	The student is expected to learn the following at the end of this course. <ol style="list-style-type: none">1. Understanding the Word 2010 Interface2. Learn how to write and arrange reports3. Learn how to insert the tables and images in reports4. Learn how to type with all fingers5. Understanding and using PowerPoint.6. Learn how to prepare and arrange slides.7. Learn how to insert and arrange tables and pictures on slides8. Learn how to display slides and their contents.9. Understanding the Excel 2010 interface.10. Learn how to set up and format tables.11. How to insert and use functions.12. Understanding the Access 2010 interface.13. Learn how to design interfaces.14. Learn how to create tables and link them
Indicative Contents المحتويات الإرشادية	Indicative content includes the following. Part A - Word 2010 Word 2010 Interface, write and arrange reports, insert the tables and images in reports, and write with all fingers. [25 hrs] Part B - Excel 2010 prepare and arrange slides, insert and arrange tables and pictures on slides, and display slides and their contents. [25 hrs] Part C - PowerPoint Excel 2010 interface, create and format the tables, and insert and use functions. [22 hrs] Part D - Access. Understanding the Access 2010 interface, designing interfaces, creating tables, and linking them. [22 hrs]

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	In this course, students will be urged to participate in the lectures by preparing reports on each topic and presenting them during the lecture in order to increase the information related to the lecture. In addition, the students ask to complete projects related to the course material and a competition will be held among students to choose the best projects.
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Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	94	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	6
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	81	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	5
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	175		

Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	10% (10)	4,8 and 12	LO #1- #3 and LO #4- #6 and LO #9 - #11
	Assignments	2	10% (10)	5 and 10	LO #1- #4 and LO #5 - #7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	2	10% (10)	8 and 14	LO #1- #7 and LO #8 - #14
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #6
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Microsoft Word 2010 (Editing and Formatting Text, and Formatting Paragraphs)
Week 2	Formatting Documents and Sections, and Working with Pictures
Week 3	Working with Tables, and Correcting and Collaborating
Week 4	Microsoft PowerPoint 2010 (Explore PowerPoint 2010, Work with Slides, and Work with Slide Text)
Week 5	Format Slides, and Review and Deliver Presentations
Week 6	Insert Tables, and Animation and Sound and Movies
Week 7	Mid-term Exam + Microsoft Word 2010 ,and Microsoft PowerPoint 2010
Week 8	Microsoft Excel 2010 (Understanding the Excel Interface, Data and Excel Tables, and Calculations on Data)
Week 9	Shortcut key in Excel2010, Specific Data by Using Filters, Reordering and Summarizing Data
Week 10	Data and Multiple Sources, and Creating Charts and Graphics
Week 11	Using the functions
Week 12	Microsoft Access 2010 (Explore an Access 2010 Database, Databases and Simple Tables, and Simple Forms and display data)
Week 13	Query and selected query, Query Data, and Report
Week 14	Create Relationships, and One-to-many Relationships
Week 15	Create Relationships, Many – to-many Relationships, Simple Reports
Week 16	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week 1	Lab 1: Applied editing and Formatting Text and Formatting Paragraphs
Week 2	Lab 2: Applied formatting Documents and Sections, add picture, insert table
Week 3	Lab 3: Applied writing with all fingers
Week 4	Lab 4: Applied work with Slides
Week 5	Lab 5: Applied format Slides
Week 6	Lab 7: Applied add Tables, and add animation
Week 7	Lab 7: Exam

Week 8	Lab 8: Applied data and Excel Tables, performing Calculations on Data , and shortcut key
Week 9	Lab 9: Applied focusing on Specific Data by using filters, combining Data from Multiple Sources
Week 10	Lab 10: Applied adding charts and graphics
Week 11	Lab 11 : Apply the functions
Week 12	Lab 12 : Applied create databases and Simple Tables, Create Simple Forms, Create Simple Reports
Week 13	Lab 13 : Applied create data base selected query, and report
Week 14	Lab 14 : Applied create a data base using all relationships (One-to-one Relationships, and One-to-many Relationships)
Week 15	Lab 15 : Applied create (Many – to-many Relationships), and create report

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	Computing fundamental: IC3 Edition, Copyright Year: 2014, John Wiley and Sons Ltd	Yes
Recommended Texts	step-by-step: Microsoft Office 2010, Copyright Year: 2011 Joyce Cox & Joan Lambert	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.