TEMPLATE FOR COURSE SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the program specification.

1. Teaching Institution	University of Kirkuk\ Veterinary Medicine College
2. University Department/Centre	Public Health
3. Course title/code	Computer/ CMV2107
4. Modes of Attendance offered	Second class
5. Semester/Year	First Semester \ 2021-2022
6. Number of hours tuition (total)	30
7. Date of production/revision of this specification	2/9/2021
8. Aims of the Course	

1. Dealing with slides the possibility of changing the types of fonts as well as the shape of writing and font size.
2. Create powerful dynamic SmartArt charts.
3. Dealing with movements through (Animation, Transition)
4. The ability to insert audio and video files
5. Dealing designs and special design work.
6. Presentation of the thesis or report in a smooth manner, less time and less effort for clarification.

9· Learning Outcomes, Teaching, Learning and Assessment Method

1. Cognitive goals.

A1. Learning Microsoft Power point 2013.
A2. Making presentation for scientific reports.
A3. Conducting and formatting presentation for the research project.

B. The skills goals special to the course.

B1. Designing a graduation project presentation.
B2. Scientific research design presentation
B3. Designing scientific reports presentation.

Teaching and Learning Methods

1) The lectures.
2) Discussions during and after the lecture.
3) Motivation through questions and answers.
4) Homework
5) Preparing scientific reports

Assessment methods

1) Daily and monthly (Practical) tests.
2) Discussing scientific reports
3) Questions and answers

C. Affective and value goals

C1. Semester and final theory exams by 60%
C2. Semester and final practical exams by 30%
C3. Learning triangle (knowledge, skill, behavior) at 10%

Teaching and Learning Methods

- Implementation methods: a teacher who listens to the learners while they sit in front of him, and they listen to him, and he must have the ability to indoctrinate and absorb information.
- Conversational methods: the teacher must possess a high scientific ability and the attendees have information on the topic of the discussion.
- The discovery method: the teacher observes the activities of the learners who are taking examples individually or collectively.

Assessment methods

1. Semester and final practice exams with a rate of 90%
2. Extra-curricular activities (reports, making wall posters) by 10%

D. General and rehabilitative transferred skills(other skills relevant to employability and personal development)

D1.Teamwork: Working in harmony with a group or team.

D2. Initiative Motivation to work: the ability to take the initiative, determine the hypothesis, and put forward ideas and solutions.

D3. Planning & organization: The ability to develop plans and programs that are feasible for implementation.

D4. Flexibility: adapting to situations.

D5. Time management: The ability to work on specific dates.

10. Course Structure					
Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
1	2	Describe what MS PowerPoint 2013 is and why it is a necessary software program to use.	Beginning to Use Microsoft PowerPoint 2013	Practice (2 hours)	
2	2	Describe format and font style of text	Home tab	Practice (2 hours)	
3	2	Describe how to use themes and layouts which are available or from network.	Using Themes and Layouts	Practice (2 hours)	
4	2	Explain inserting text and using WordArt with their formats.	Inserting Text and Using WordArt	Practice (2 hours)	
5	2	Explain inserting graphics (tables, charts, shapes, clip-art).	Inserting Graphics (Tables, Charts, Shapes, Clip-Art)	Practice (2 hours)	
6	2	Deal with various animation I PowerPoint 2013	Entrance and Exit Animations	Practice (2 hours)	

7	2	Deal with various animation II in PowerPoint 2013	Emphasis and motion path Animations	Practice (2 hours)	
8			**Mid-term exam.**		practical exams (35) + reports (5)
9	2	How design background for slides in PowerPoint 2013.	Background	Practice (2 hours)	
10	2	Describe print paper in PowerPoint 2013.	Editing, Saving, Printing	Practice (2 hours)	
11	2	Add sound to slides, record, more in PowerPoint 2013	Sounds, Video and presenting	Practice (2 hours)	
12	2	How to Work Transitions in PowerPoint 2013	Transition	Practice (2 hours)	
13	2	Describe the trigger event PowerPoint 2013	Trigger	Practice (2 hours)	
14	2	Review	Assignment	Practice (2 hours)	
15	2	Review	Assignment	Practice (2 hours)	
			Final-term exam.		practice exam (60)

11. Infrastructure	
1. Books Required reading:	**كتاب اساسيات الحاسوب وتطبيقاته المكتبية الجزء الاول** للمؤلفين أ.م.د. زياد محمد عبود، أ.د.غسان حميد عبدالمجيد، ا.م.د. امير حسين ، م.بلال كمال احمد **كتاب اساسيات الحاسوب وتطبيقاته المكتبية الجزء الثاني** للمؤلفين أ.م.د. زياد محمد عبود، أ.د.غسان حميد عبدالمجيد، د.مصطفى ضياء الحسني **كتاب اساسيات الحاسوب وتطبيقاته المكتبية الجزء الثالث** للمؤلفين أ.م.د. زياد محمد عبود، أ.د.غسان حميد عبدالمجيد، ا.م.د. امير حسين ، أ.م.سهيل نجم عبود، م.م. عدنان خلف شذر

2. Main references (sources)	
A- Recommended books and references (scientific journals, reports…).	
B-Electronic references, Internet sites…	Wikipedia
12. The development of the curriculum plan	
1. Expansion of the curriculum.	