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 programme specification.

١. Teaching Institution	University of Kirkuk\ Veterinary Medicine College
٢. University Department/Centre	Public Health
٣. Course title/code	Computer/ CMV١٢٠٥
٤. Modes of Attendance offered	First class
٥. Semester/Year	Second Semester \ ٢٠٢٠-٢٠٢١
٦. Number of hours tuition (total)	٣٠
٧. Date of production/revision of this specification	٤/٩/٢٠٢١
٨. Aims of the Course	

١. Create a worksheet with the ability to change font types as well as writing shape and font size.
٢. Insert (photo, geometric drawing, symbol, comment).
٣. Inserting a table and modifying the cell spaces and the way of writing horizontal or vertical with the possibility of aligning the data.
٤. Cut and paste from one place to another within a single message or from one document to another.
٥. Set the time and date when the message was written or updated daily.
٦. Frame the document or paragraph.
٧. Use different watermarks on your document
٨. The use of colored backgrounds and the use of templates included with the program and modification to suit the user's need with the possibility of writing thesis and reports.

٩٠ Learning Outcomes, Teaching, Learning and Assessment Method

١. Cognitive goals .

A١. Learning Microsoft Word ٢٠١٣.
A٢. Making scientific reports.
A٣. Conducting and formatting the research project.

B. The skills goals special to the course.

B١. Designing a graduation project.
B٢. Scientific research design
B٣. Designing scientific reports.

Teaching and Learning Methods

١) The lectures.
٢) Discussions during and after the lecture.
٣) Motivation through questions and answers.
٤) Homework
٥) Preparing scientific reports

Assessment methods

١)Daily and monthly (Practical) tests.
٢) Discussing scientific reports
٣) Questions and answers

C. Affective and value goals
C١. Semester and final theory exams by ٦٠%
C٢. Semester and final practical exams by ٣٠٪
C٣. Learning triangle (knowledge, skill, behavior) at ١٠%

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

١. Semester and final practice exams with a rate of ٩٠%
٢. Extra-curricular activities (reports, making wall posters) by ١٠%

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

D١.Teamwork: Working in harmony with a group or team.

D٢. Initiative Motivation to work: the ability to take the initiative, determine the hypothesis, and put forward ideas and solutions.

D٣. Planning & organization: The ability to develop plans and programs that are feasible for implementation.

D٤. Flexibility: adapting to situations.

D٥. Time management: The ability to work on specific dates.

١٠. Course Structure					
Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
١	٢	Describe what MS Word ٢٠١٣ is and why it is a necessary software program to use.	Beginning to Use Microsoft Word ٢٠١٣	Practice (٢ hours)	
٢	٢	Explain the Work area and advantage of ruler, tabs and commands in Word ٢٠١٣	Basic Editing	Practice (٢ hours)	
٣	٢	Explain the format usage of text in Word ٢٠١٣.	Formatting	Practice (٢ hours)	
٤	٢	Describe template usage in Word ٢٠١٣.	Templates	Practice (٢ hours)	
٥	٢	How working with graphics, pictures, gradient and texture in Word ٢٠١٣	Managing the Graphics and Pictures	Practice (٢ hours)	
٦	٢	How create table, merge	Tables	Practice (٢ hours)	

		cells, and more in Word ٢٠١٣			
٧	٢	Describe print paper in Word ٢٠١٣.	Print	Practice (٢ hours)	
٨			**Mid-term exam.**		practical exams (٣٥) + reports (٥)
٩	٢	Describe style of paper, report, more in Word ٢٠١٣.	Layout	Practice (٢ hours)	
١٠	٢	Add reference to paper in word ٢٠١٣	Reference	Practice (٢ hours)	
١١	٢	Separate pages, more in Word ٢٠١٣.	Page break	Practice (٢ hours)	
١٢	٢	Add head and footer, more in Word ٢٠١٣.	Head and footer, page number	Practice (٢ hours)	
١٣	٢	Add mathematical equation, more in Word ٢٠١٣.	Mathematical formula	Practice (٢ hours)	
١٤	٢	Describe protect the documents in Word ٢٠١٣.	Merging, and Protecting Documents	Practice (٢ hours)	
١٥	٢	Review	Assignment	Practice (٢ hours)	
			Final-term exam.		practice exam (٦٠)

١١. Infrastructure	
١. 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

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