

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/ CMV٢٢٠٧
٤. Modes of Attendance offered	Second class
٥. Semester/Year	Second Semester \ ٢٠٢٠-٢٠٢١
٦. Number of hours tuition (total)	٣٠
٧. Date of production/revision of this specification	٢/٩/٢٠٢٠
٨. Aims of the Course	<ol style="list-style-type: none">١. Create Arithmetic Tables٢. Formatting the table and the cells it contains by changing the fonts as well as the type and font size٣. Cut and paste from one place to another٤. Performing Equations on Formulas٥. Represent numbers and data in the form of charts

٩. Learning Outcomes, Teaching, Learning and Assessment Method

1. Cognitive goals .

- A1. Learning Microsoft Excel 2013.
- A2. Making charts for the results of scientific reports through mathematical equations.
- A3. Making charts for the results of the research project through mathematical equations.

B. The skills goals special to the course.

- B1. Designing chart for results of graduation project.
- B2. Scientific chart for results of research design
- B3. Designing chart for results of scientific reports.

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 70%
- 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 Excel 2013 is and why it is a necessary software program to use, Cells, Rows, and Columns, Formulas, Sheet Tabs	Beginning to Use Microsoft Excel 2013	Practice (2 hours)	
2	2	How Adding and Deleting Worksheets and Workbooks, How Hiding Columns and Rows, How Hiding Adjacent Columns, How Hiding Separated Columns, How Hiding Rows, How Saving Workbooks, How Saving an Existing File	Explain Worksheets and Workbooks I	Practice (2 hours)	
3	2	Explain the Headers and Footers, Customize Headers and Footers, About	Worksheets and Workbooks I	Practice (2 hours)	

		Printing Worksheets and Workbooks, Set Margins for Headers and Footers, Select Print Area, Print a Range of Pages, Printing			
ε	ϒ	How Entering Information into Excel, Entering Data, Entering Values, Multiple Entries, Copying Cells, Rows, and Columns, Pasting Cells, Rows, and Columns, To Paste an Item from the Clipboard, Inserting and Deleting Rows and Columns, To Insert a Column, To Insert a Row, To Insert Cells	Entering Information into MS Excel 2013 I	Practice (ϒ hours)	
ο	ϒ	Filling Cells with a Series of Data, Editing Cell Data, Find and Replace, Go To Cell Data, Spell Check, AutoCorrect, Comments, Change Font Styles and Sizes, Adding Borders and Colors to Cells, Changing Column Width, Changing Column Width Using The Mouse, Changing Row	Entering Information into MS Excel 2013 II,	Practice (ϒ hours)	

		Height, Change a Row Height by Dragging the Mouse			
٦	٢	Merge Cells, Applying Number Formats, Creating Custom Number Formats, Align Cell Contents, Cell Styles, Creating Your Own Cell Styles Conditional Formatting	Formatting a Worksheet I	Practice (٢ hours)	
٧	٢	How Adding Images, Modifying Images, Removing A Background, Cropping an image, Rotating an image, Compressing a Picture, Adding WordArt, Inserting AutoShapes, Adding Clip Art, Adding a Hyperlink, Embedding an Object	Formatting a Worksheet II	Practice (٢ hours)	
٨			Mid-term exam.		practical exams (٣٥) + reports (٥)
٩	٢	Types of Charts, Chart Tools, Modifying and Moving a Chart, Organizational Charts, Changing an Organizational Chart, Other Changes to Charts.	Charts	Practice (٢ hours)	
١٠	٢	+, -, *, \, AVERAGE, AVERAGEIF,	Formulas and Calculations I	Practice (٢ hours)	

		AVERAGEIFS, MIN, MAX			
١١	٢	IF, AND, OR	Formulas and Calculations II	Practice (٢ hours)	
١٢	٢	SUM, SUMIF, SUMIFSM, SUMPRODUCT, PRODUCT	Formulas and Calculations III	Practice (٢ hours)	
١٣	٢	COUNTM, COUNTA, COUNTIF, COUNTIFS, COUNTBLANK	Formulas and Calculations IV	Practice (٢ hours)	
١٤	٢	MOD, ROUND, ABS, EVEN, ODD,SQRT	Formulas and Calculations V	Practice (٢ hours)	
١٥	٢	Review	Assignment	Practice (٢ hours)	
			Final-term exam.		practice exam (٦٠)

١١. Infrastructure	
١. Books Required reading:	<p>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</p> <p>كتاب اساسيات الحاسوب وتطبيقاته المكتبية الجزء الثاني للمؤلفين أ.م.د. زياد محمد عبود، أ.د. غسان حميد عبدالمجيد، د.مصطفى ضياء الحسني</p> <p>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</p>
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.	