

# EMPLATE 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.

1. Teaching Institution	University of Kirkuk\ Veterinary Medicine College
2. University Department/Centre	Public Health
3. Course title/code	Computer/ CMV1105
4. Modes of Attendance offered	First 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	
<ol style="list-style-type: none"><li>1. Identify the physical parts of the computer and their functions</li><li>2. Getting to know the Windows environment (desktop, icons, taskbar and start button)</li><li>3. Learn about hard disk partitions and how to store them.</li><li>4. Create folders and files with the ability to copy and paste them on any part of the hard disk partition</li><li>5. Getting to know MS-DOS</li><li>6. Recognizing the mouse and the action of clicking with the left and right buttons</li><li>7. Getting to know the properties of the desktop as well as the taskbar</li><li>8. Getting to know the control panel</li><li>9. Getting to know the contents of the Start menu</li></ol>	

### 9. Learning Outcomes, Teaching, Learning and Assessment Method

## 1. Cognitive goals .

- A1. Understand and know the ways to identify the nature of the computer and its types and basic components.
- A2. Learn about the operating system used in personal computers and how to deal with files.
- A3. Enable the student to install and remove programs in the operating system.

## B. The skills goals special to the course.

- B1. Dealing with the operating system.
- B2. Install and remove programs.

## 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 (theoretical) tests.
- 2) Discussing scientific reports
- 3) Questions and answers

## C. Affective and value goals

- C1. Semester and final theory exams by 65%
- C2. Semester and final practical exams by 30%
- C3. Learning triangle (knowledge, skill, behavior) at 5%

## 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 theory exams with a rate of 95%
2. Extra-curricular activities (reports, making wall posters) by 5%

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	Computer Lab. Visit – demonstration of computer parts.	Personal Computer History,	Practice (2 hours)	
2	2	Computer hardware part	IT, Computer definition, computer type	Practice (2 hours)	
3	2	Computer hardware part	Storage Unit, Memory Unit, Processing Unit, Input Units, Output Units	Practice (2 hours)	
4	2	Computer software part	CPU	Practice (2 hours)	
5	2	Operating system	Software definition, software type, Types of Software According to use.	Practice (2 hours)	
6	2	MS-DOS	Introduction to MS-DOS, change directory, make directory, DIR.	Practice (2 hours)	
7	2	MS-DOS	Remove directory, delete, rename, copy, attributes.	Practice (2 hours)	
8			<b>Mid-term exam.</b>		Theoretical (25) and practical (10) exams + reports (5)
9	2	MS-DOS	Format, Scan Disk, Disk defragment.	Practice (2 hours)	
10	2	MS-DOS	Command Prompt, Version, Clear the Screen, Volume, DATE, TIME.	Practice (2 hours)	
11	2	Win 10	Navigate the Windows 10 user interface	Practice (2 hours)	
12	2		Use the Start button and Start menu, Work with apps and programs on the taskbar	Practice (2 hours)	

13	2	Win 10	Customize settings in Windows 10, including backgrounds, screensavers, and more., Search using Cortana	Practice (2 hours)	
14	2	Win 10	Use the Settings app and the Control Panel	Practice (2 hours)	
15	2	Win 10	Navigate and use the new web browser, Microsoft Edge	Practice (2 hours)	
			<b>Final-term exam.</b>		theory and practice exam (40 +60)

<b>11. Infrastructure</b>	
1. 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>
2. Main references (sources)	
A- Recommended books and references (scientific journals, reports...).	
B-Electronic references, Internet sites...	Wikipedia
<b>12. The development of the curriculum plan</b>	
1. Adding Visual Studio to the curriculum.	