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 2022-2023
6. Number of hours tuition (total)	30
7. Date of production/revision of this specification	2/9/2022
8. Aims of the Course	
1. Identify the physical parts of the computer and their functions 2. Getting to know the Windows environment (desktop, icons, taskbar and start button) 3. Learn about hard disk partitions and how to store them. 4. Create folders and files with the ability to copy and paste them on any part of the hard disk partition 5. Getting to know MS-DOS 6. Recognizing the mouse and the action of clicking with the left and right buttons 7. Getting to know the properties of the desktop as well as the taskbar 8. Getting to know the control panel 9. Getting to know the contents of the Start menu	

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			**Mid-term exam.**		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)	
			Final-term exam.		theory and practice exam (40 +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. Adding Visual Studio to the curriculum.	