

## 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.

1. Teaching Institution	University of Kirkuk\ Veterinary Medicine College
2. University Department/Centre	Public Health
3. Course title/code	Computer/ CMV1205
4. Modes of Attendance offered	First class
5. Semester/Year	Second Semester \ 2022-2023
6. Number of hours tuition (total)	30
7. Date of production/revision of this specification	4/9/2022
8. Aims of the Course	<ol style="list-style-type: none"><li>1. Create a worksheet with the ability to change font types as well as writing shape and font size.</li><li>2. Insert (photo, geometric drawing, symbol, comment).</li><li>3. Inserting a table and modifying the cell spaces and the way of writing horizontal or vertical with the possibility of aligning the data.</li><li>4. Cut and paste from one place to another within a single message or from one document to another.</li><li>5. Set the time and date when the message was written or updated daily.</li><li>6. Frame the document or paragraph.</li><li>7. Use different watermarks on your document</li><li>8. 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.</li></ol>

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

### 1. Cognitive goals .

- A1. Learning Microsoft Word 2013.
- A2. Making scientific reports.
- A3. Conducting and formatting the research project.

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

- B1. Designing a graduation project.
- B2. Scientific research design
- B3. Designing 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 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 Word 2013 is and why it is a necessary software program to use.	Beginning to Use Microsoft Word 2013	Practice (2 hours)	
2	2	Explain the Work area and advantage of ruler, tabs and commands in Word 2013	Basic Editing	Practice (2 hours)	
3	2	Explain the format usage of text in Word 2013.	Formatting	Practice (2 hours)	
4	2	Describe template usage in Word 2013.	Templates	Practice (2 hours)	
5	2	How working with graphics, pictures, gradient and texture in Word 2013	Managing the Graphics and Pictures	Practice (2 hours)	
6	2	How create table, merge cells, and more in	Tables	Practice (2 hours)	

		Word 2013			
7	2	Describe print paper in Word 2013.	Print	Practice (2 hours)	
8			<b>Mid-term exam.</b>		practical exams (35) + reports (5)
9	2	Describe style of paper, report, more in Word 2013.	Layout	Practice (2 hours)	
10	2	Add reference to paper in word 2013	Reference	Practice (2 hours)	
11	2	Separate pages, more in Word 2013.	Page break	Practice (2 hours)	
12	2	Add head and footer, more in Word 2013.	Head and footer, page number	Practice (2 hours)	
13	2	Add mathematical equation, more in Word 2013.	Mathematical formula	Practice (2 hours)	
14	2	Describe protect the documents in Word 2013.	Merging, and Protecting Documents	Practice (2 hours)	
15	2	Review	Assignment	Practice (2 hours)	
			<b>Final-term exam.</b>		practice exam (60)

## 11. Infrastructure

<p>1. Books Required reading:</p>	<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>
<p>2. Main references (sources)</p>	

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.	