



Northern Technical University  
Institute of Management - Nineveh  
Department of Computer Systems  
Technologies



## MODULE DESCRIPTION FORM

### نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Computer Principles		Module Delivery
Module Type	Core		<input checked="" type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code			
ECTS Credits			
SWL (hr./Sem)			
Module Level	1	Semester of Delivery	
Administering Department	Computer Systems Department	College	Institute of Management - Nineveh
Module Leader	Osama.Y. Mohammed	e-mail	Osama.yassin@ntu.edu.iq
Module Leader's Acad. Title	assistant teacher	Module Leader's Qualification	Master's degree in Computer Science
Module Tutor		e-mail	
Peer Reviewer Name	Computer Basics and Office Applications - Part I Prof. Dr. Ziad Mohammed Abboud Prof. Dr. Ghassan Hamid Abdulmajeed	e-mail	E-mail
Scientific Committee Approval Date	09/04/2024	Version Number	1.0



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### Relation with other Modules

العلاقة مع المواد الدراسية الأخرى

<b>Prerequisite module</b>	None	<b>Semester</b>	
<b>Co-requisites module</b>	None	<b>Semester</b>	



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## Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p><b>Module Aims</b> أهداف المادة الدراسية</p>	<ol style="list-style-type: none"> <li>1. Provide the student with the knowledge of the scientific methods and practical skills necessary in recognizing and classifying the concept of computer and information sciences that the computer deals with</li> <li>2. Introduce the student to the theories, concepts and strategies of computer work</li> <li>3. The student recognizes the ethics of using computers.</li> </ol>
<p><b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية</p>	<ol style="list-style-type: none"> <li>1. Understand the principles of operation of the equipment and devices that make up the computer itself</li> <li>2. The student acquires the necessary skills to deal with the computer and achieve specific information goals</li> <li>3. Deal with the Windows operating system (10 Windows), its auxiliary programs and service programs efficiently and effectively</li> </ol>
<p><b>Indicative Contents</b> المحتويات الإرشادية</p>	<ol style="list-style-type: none"> <li>1. Developing scientific and professional capabilities by utilizing the potential of the computer and its various applications</li> <li>2. Distinguish between computer programs in terms of function and field of use in order to ensure the optimal use of its use without violating the ethics of computer use.</li> </ol>



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## Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

<b>Strategies</b>	<ol style="list-style-type: none"> <li>1. Explaining the scientific material to students in a detailed manner, explaining the physical and software components of the computer and the importance of employing the computer and its applications in its field of specialization and various fields of life.</li> <li>2. Participation of students in laboratory work procedures for the purpose of familiarizing themselves with the computer work environment, changing settings and adapting to the interfaces of different operating systems through tasks, assignments, and work groups.</li> <li>3. Discussion and debate on vocabulary related to the topic</li> </ol>
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## Student Workload (SWL)

الحمل الدراسي للطلاب محسوب لـ ٥١ أسبوعاً

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطلاب خلال الفصل	15	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطلاب أسبوعياً	2
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطلاب خلال الفصل	-	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطلاب أسبوعياً	
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطلاب خلال الفصل	30		



### Module Evaluation

تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	20% (20)		LO #1, 2, 5 and 6
	Assignments	2	20% (20)		LO # 2, 4, 5 and 6
Summative assessment	Midterm Exam	2hr	10% (10)		LO # 1-8
	Final Exam	3hr	50% (50)		All
Total assessment			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

المنهاج الأسبوعي النظري

Material Covered	
Week 1	<ul style="list-style-type: none"> <li>Definition of a computer. Identifying data. What is meant by the term information and the term processing</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>Features of the computer, areas of its use</li> <li>What is meant by computer generations and what are they?</li> <li>Types of computers And its classification</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>process data in a computer</li> <li>Computer components, physical parts(hardware)</li> <li>What is meaning of input and output devices</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>The input units in the computer and purpose of this use (Mouse, keyboard, microphone, scanner and types of digital cameras, webcam, touch screen, graphics panel, touchpad, game controller, code reader)</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>The output units in the computer and purpose of this use (Screen, printer and its types, headsets, data display device, data show projector)</li> <li>A storage unit that saves data inside the computer and retrieves it, hard disk, CD, DVD, flash memory.</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>Computer software entity</li> <li>What are operating systems</li> <li>programming languages and their levels</li> </ul>



<b>Week 7</b>	<ul style="list-style-type: none"> <li>● Application systems</li> <li>● definition of programs</li> <li>● definition of data, definition of information,</li> <li>● identification of the data processing process using electronic processing,</li> <li>● Computer representation of data and factors affecting performance the computer</li> <li>● who is the user</li> </ul>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>● Identify the working environment of the Windows operating system</li> <li>● Computer operating systems: their concept, types, characteristics, and user interfaces.</li> <li>● desktop and desktop components</li> </ul>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>● Windows operating system: its versions and features, its desktop interface components. Focusing on the Windows 10 operating system,</li> <li>● The desktop and its components, the mouse, windows, the task bar, windows explorer, setting and control panel</li> <li>● Manage files and folders in Windows system</li> </ul>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>● Information security and protection: The concept of information security and protection, the risks facing any information system, privacy, data protection and backup.</li> </ul>
<b>Week 11-12</b>	<ul style="list-style-type: none"> <li>● Computer ethics, Computer Crime</li> <li>● Computer viruses: what they are and types (Worm viruses, time bombs, macro viruses, best trojan viruses, email viruses)</li> <li>● Ways to protect your computer from viruses</li> </ul>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>● Word processing program: MS Word: user interface, command tabs: Home, text editing, font formatting, paragraph formatting, styles, clipboard, search and replace, insert pages</li> </ul>
<b>Week 14-15</b>	<ul style="list-style-type: none"> <li>● Continue word processing (Word): Tab commands: Insert, design, page layout, view, review, save, secure and print your document. keyboard shortcuts in Microsoft Word</li> </ul>



## Delivery Plan (Weekly Lab. Syllabus)

للمنهج الأسبوعي للمختبر

	Material Covered
Week 1	<ul style="list-style-type: none"> <li>practice on computer and how to turn it on and off</li> <li>Learn about the basic components of a computer and its accessories: mouse, keyboard, screen, headset, microphone, headphone, etc.</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>Methods of providing a suitable environment for preventive maintenance purposes, taking into account temperature, humidity, static electrical discharge, dust, fluctuations in the power source</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>A hardware component of a computer, such as input units and how its work (mouse, keyboard, microphone, touchpad)</li> <li>output units and how its work (monitor, data show, speakers)</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>A hardware component of a computer: storage unit that saves data inside the computer and hard disk, CD, DVD, flash memory.</li> </ul>
Week 5-6	<ul style="list-style-type: none"> <li>Skills in dealing with Windows 10: Desktop And its components and changing its appearance, dealing with the mouse, dealing with windows, View system information, work with the Task bar, manipulate the Start menu, move and add a button to it</li> </ul>
Week 7-8	<ul style="list-style-type: none"> <li>Follow the skills of dealing with the Windows 10 system: dealing with the Control Panel, installing and removing an application program, modifying the time and date, changing the system language, dealing with programs attached to the operating system Accessories, Calculator, Notepad, WordPad, and Paint. , Snipping Tool, Screen Capture, Create User Account, Windows Firewall, Format Disks, Add New Device and Printing</li> </ul>
Week 9-11	<ul style="list-style-type: none"> <li>File and folder management skills in Windows 10: Create a folder or file, name it, save it, delete it, and restore deleted items, copy and move a file or folder, create a shortcut icon, hide and show files and folders, sort and arrange files, change the way files and folders are displayed, Windows Explorer, Search for files and folders, view file properties, compress and decompress zip files and folders, smart tools,</li> </ul>
Week 12	<ul style="list-style-type: none"> <li>Skills in dealing with computer protection programs from viruses</li> <li>data backup.</li> <li>manage storage devices (partition, format).</li> </ul>
Week 13-14	<ul style="list-style-type: none"> <li>Skills in dealing with the Microsoft Word processing program: The user interface in the Word program, tabs, ribbons, groups and commands, customizing the ribbon, and the quick access bar. □ Home tab commands:</li> </ul>





	text editing, formatting, styles, clipboard, and search and replace. Insert tab commands: pages, tables, graphics, header and footer, links, comments, and symbols.
Week 15	<ul style="list-style-type: none"> <li>Continue word processing (Word), tab commands: File, Design, Layout, View, Review, Save, Secure, and Print Document</li> </ul>

### Learning and Teaching Resources

مصادر التعلم والتدريس

		Available in the Library?
<b>Required Texts</b>	Computer basics and office applications - Part One A.M.D. Ziad Muhammad Abboud, Prof. Dr. Ghassan Hamid Abdel Majeed	NO
<b>Recommended Texts</b>		
<b>Websites</b>		

### Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX – Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F – Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.