# Course Description Form

## Course Description:–

This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, proving whether he or she has made the most of the available learning opportunities. It must be linked to the program description.;

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| 1. Educational institution | **Northern Technical University – Hawija Technical College** |
| 2. Scientific Department / Center | **Department of Banking and Finance Management Techniques** |
| 3. Course Name/Code | Computer principles / NTU102 |
| Available Attendance Forms | Weekly |
| 5. Semester/Year | Decisions |
| 6. Number of credit hours (total) | 30 hours |
| 7. Date of preparation of this description | 2024/ 4/ 15 |

| 8. Course Objectives |
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| **1-Introduction to computer basics** |
| **2-The importance of the computer** |
| **3- Introduction to computer application areas** |
| **4- Identify the types of computers** |
| |

| 10. Course Outcomes and Methods of Teaching, Learning and Assessment |
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| A- Cognitive objectives<br>A1- Introducing the student to the importance of management principles and how to apply them in practice.<br>A2- Introducing the student to how to invest knowledge to achieve competitive position among business organizations. |
| B - Course Skills Objectives<br>The student uses the cumulative knowledge and knowledge information he has learned and uses these skills to develop ideas that benefit him in creating new businesses that will raise the level of the organization to achieve a competitive position among banking organizations. |
| Teaching and learning methods |
| 1- How to give lectures<br>2- Student Groups<br>3-Workshops<br>4. Reports and Studies |
| Evaluation methods |
| 1- Giving lectures.<br>2- Use presentations and knowledge maps.<br>3. Preparing reports. |
| C. Emotional and value goals<br>C1- Developing and enhancing the cognitive skills of students and accustoming them to building their knowledge and benefiting from the knowledge of others in order to achieve their goals or the goals of their organizations. |
| Teaching and learning methods |
| 1- Thinking strategy according to the student's ability<br>2- High thinking skill strategy<br>3. Critical Thinking Strategy in Learning<br>4. Brainstorming |
| Evaluation methods |
| 1- Exams of all kinds<br>2- Feedback from students<br>3- The way of expressing faces<br>4-Learning Matrix<br>5. Reports and studies |

d. General and rehabilitative skills transferred (other skills related to employability and personal development).

D1- Creating knowledge in the student cumulatively.

D2- Attracting them and benefiting from their knowledge and experience and using it in building their scientific and life career.

| The week | Hours | Required Learning Outcomes | Unit / Subject Name | Method of education | Evaluation method |
|---|---|---|---|---|---|
| 1 | 2 | Add learning outcomes | introduction to computers | Lectures, presentations and reports | Recurring exams, body language and feedback |
| 2 | 2 | Add learning outcomes | Computer system | | |
| 3 | 2 | Add learning outcomes | Types of computers | | |
| 4 | 2 | Add learning outcomes | Definition of software and its types | | |
| 5 | 2 | Add learning outcomes | Systems software | | |
| 6 | 2 | Add learning outcomes | The first exam for the first course | | |
| 7 | 2 | Add learning outcomes | Introduction to Windows | | |
| 8 | 2 | Add learning outcomes | Windows screen components | | |
| 9 | 2 | Add learning outcomes | Introduction to | | |
| 10 | 2 | Add learning outcomes | Basic system information | | |
| 11 | 2 | Add learning outcomes | Definition of files and folders | | |
| 12 | 2 | Add learning outcomes | File properties | | |
| 13 | 2 | Add learning outcomes | Viruses | | |
| 14 | 2 | Add learning outcomes | Ways viruses spread | | |
| 15 | 2 | Add learning outcomes | Computer crimes | | |

Table title: 11. Course Structure

| 12. Infrastructure | |
|---|---|
| 1 Required textbooks | Approved book: Computer Principles Book |
| 2 Main references (sources) | ? Computer principles book? methodology |
| Recommended books and references (scientific journals, reports ,....) | |
| B Electronic references, websites .... | Any reliable scientific site that deals with the topics of management principles |

| 13. Course Development Plan |
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| The material is essential, which requires adherence to the prescribed curriculum. |