

Computer Principles2

Module Information				
information Material				
Study				
Module Title	Computer Principles		Module Delivery	
Module Type			☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☐ Seminar	
Module Code				
ECTS Credits				
SWL (hr/sem)				
Module Level		1	Semester of Delivery	
Administering Department		Business management techniques	College	Hawija Technical College
Module Leader	Mahmoud Khalaf Mahmoud		e-mail	mahmodkhalaf-haw@ntu.edu.iq
Module Leader's Acad. Title		Assistant teacher	Module Leader's Qualification	
			Master's	
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	
Scientific Committee ApprovalDate			Version	

		Number	
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Relation with other Modules			
Relationship with other study subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

**Course objectives, learning outcomes, and
guidance content**

Module Aims

**Course
objectives**

1. To enable students to understand the basic concepts of computers, their hardware and software components, and the functions of each.
2. Developing students' ability to use basic operating systems and application programs efficiently in academic and practical aspects.
3. ,To equip students with computer skills in data entry processing, storage and retrieval in a correct and secure manner.
4. -Enhancing students' logical thinking and problem solving skills through computer applications and practical exercises.
5. Introducing students to the basics of using the Internet and information and communication technologies, while adhering to ethical usage practices.
6. Preparing students to use computers as a support tool in their scientific and research specialization and to increase their academic and professional efficiency.

Module Learning Outcomes Learning outcomes for the subject	1. The student learns basic computer concepts and their importance in scientific and applied fields. 2. The student distinguishes between the physical components of the computer(Hardware) and the software components(Software) and the functions of each. 3. The student explains the workings of the central processing unit (CPU), input/output units, and storage. 4. The student uses basic operating systems and executes key commands efficiently. 5. The student applies basic skills in using office application programs. 6. The student handles, organizes, and saves files and folders correctly. 7. ,The student uses the computer to complete assignments reports, and academic presentations. 8. The student adheres to the principles of information safety and security and the ethics of computer use. 9. The student uses the internet and search engines to obtain scientific information effectively. 10. The student develops self-learning skills and keeps up with technological developments in the field of computers.
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Indicative Contents Guidelines	An introduction to computer science, its development, and .1 its importance in education and scientific applications. 2. Computer hardware and software components and their basic functions. 3. Operating systems and file and folder management. 4. Office application programs and their practical uses. 5. Internet basics, information technology, and data security. 6. Practical applications of computers in academic specialization and scientific research.
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Learning and Teaching Strategies

Learning and teaching strategies

Strategies

-1 Using diverse methods to present information

Mini-lectures: Providing a brief theoretical explanation of basic concepts such as (computer components, operating systems (application software, information security fundamentals.

Classroom discussions: Discussing real-life examples of computer use in education, management, and agriculture, and analyzing common problems and ways to address them.

Practical activities: Performing practical exercises such as operating the computer, managing files and folders, and using basic Office programs .

-2 Using different tools and techniques to support learning

Books and references: Adopting modern books on computer fundamentals and information technology as main references, with simplified summaries provided for students.

Multimedia: Using presentations and educational videos to explain computer parts, steps for using programs, and how operating systems work.

Interactive applications: Using training programs and educational simulations to demonstrate how computers work and how to interact with software practically.

	-3Test-Enhanced Learning strategy Short tests: Allocate short tests(quizzes) at the end of each lecture or lab to reinforce basic concepts such as identifying computer components or software functions. Interactive questions: Using online platforms such asGoogle Forms orKahoot to ask instant questions that encourage participation and interaction. Feedback: Discussing answers directly with students to correct .misconceptions and enhance practical and theoretical understanding
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Student Workload (SWL)			
Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	93	Structured SWL (h/w) Student's regular weekly study load	6
Unstructured SWL (h/sem) Irregular student workload during the semester	132	Unstructured SWL (h/w) Irregular weekly study load for the student	3
Total SWL (h/sem) The student's total academic workload during the semester	22 5		

Module Evaluation					
Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	6	15% (15)	2,3,4,5,6 8	
	Assignments				
	Projects/lab				
	Report	1	5% (5)	10	
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	15	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)

Weekly theoretical curriculum

	Material Covered
Week 1	,Introduction to Computer Science: The concept of the computer, its importance its areas of use and development.
Week 2	Computer components: Hardwareand Software.
Week 3	Input and output units: types, functions, and practical examples.
Week 4	Central Processing Unit and Memory: CPU types of memory, and how it works ,.
Week 5	Storage devices: internal and external storage and types of storage media.
Week 6	Operating systems: concept, functions, and types of operating systems.
Week 7	Dealing with the operating system(Windows): Managing files, folders, and basic settings.
Week 8	Application programs: concept, types, and their most important uses.
Week -9 10	Word processing program(Microsoft Word): Creating and formatting documents.
Week 11-12	Microsoft Excel spreadsheet program : Data entry, formulas, and simple applications.
Week 13	Computer and Internet Networks: The concept of networks, their types, and Internet services.
Week 12	Information security and computer ethics: viruses, protection, and safe use.

Learning and Teaching Resources		
Learning and teaching resources		
	Text	Available in the Library?
Required Texts	Principles of Marketing Management	Yes
Recommended Texts		
Websites		

Group	Grade	Appreciation	Marks(%)	Definition
Success Group(50 - 100)	A - Excellent	privilege	90 - 100	Outstanding Performance
	B - Very Good	very good	80 - 89	Above average with some errors
	C - Good	good	70 - 79	Sound work with notable errors
	D Satisfactory	middle	60 - 69	Fair but with major shortcomings
	E Sufficient	acceptable	50 - 59	Work meets minimum criteria

Fail Group(0 – 49)	FX Fail	Sediment (under (processing	(45-49)	More work required but credit awarded
	F Fail	Precipitate	(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, while 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.