Computer Principles

Module Information information Material Study				
Module Title	Computer Principles		Module Delivery	
Module Type	Basic		☒ Theory Lecture ☒ Lab Tutorial ☐ Practical ☐ Seminar	
Module Code	NTU102			
ECTS Credits	3			
SWL (hr/sem)	75			
Module Level	1	Semester of Delivery	1	
Administering Department	Business Administration Technology Department	College	Hawija Technical College	
Module Leader	Haider Sultan Dawood	e-mail	Haider .Sultan_hwj@ntu.edu.iq	
Module Leader's Acad. Title		Module Leader's Qualification	PhD	
Module Tutor		e-mail		
Peer Reviewer Name		e-mail		

Scientific Committee Approval Date		Version Number	1

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	General objective: To equip students with computer skills .1 Applications, creating office files and documents, using operating .2 .systems, and the basics of working with the digital environment Teaching the student the skills and simplicity of using a calculator .3 Applications and the Internet in the field of comprehensive .4 .research Teaching the student the skills to work on the calculator, use its .4 ready-made applications, and the principles of the Internet in the field .of specialization .Performing his duties in the laboratory for professional reasons .5
Module Learning Outcomes Learning outcomes for the subject	- Knowledge and understanding are gained through giving theoretical lectures and encouraging students to read a specific book on the subject, in addition to assigning students research tasks and/or desk reports at the first-year level of study. 1. Understanding computer basics 2. Understanding the components of a calculator 3. Controlling operating systems 4. Controlling screen settings

Indicative Contents Guidelines	The instructional content includes the following. 1. Developing students' abilities to understand computer fundamentals 2. Learning computer basics increases general knowledge and intelligence levels among college students.

Learning and Teaching Strategies Learning and teaching strategies	
Strategies	1- Learn the material through written lectures. 2- Continuous communication with students, including providing a safe learning environment. 3- Ensuring students' knowledge and understanding through direct questions and tests. 4- Activating collaborative learning among students to increase their ability to understand others

Student Workload (SWL) Student's academic workload			
Structured SWL (h/sem) Regular academic workload for the student during the semester	33	Structured SWL (h/w) Regular weekly study load for the student	2
Unstructured SWL (h/sem) Irregular student workload during the semester	42	Unstructured SWL (h/w) Irregular weekly study load for the student	1
Total SWL (h/sem) The student's total academic workload during the semester	75		

Module Evaluation Course Material Assessment					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	5% (5)	2, 7	
	Assignments				
	Projects/lab	4	15% (15)	3, 5, 7, 9	
	Report				
Summative assessment	Midterm Exam	1hr	20% (20)	10	
	Final Exam	3hr	60% (60)	16	
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) Weekly theoretical curriculum	
	Material Covered
Week 1	Computer fundamentals and the concept of computers
Week 2	Areas of computer use, its features, and its classification in terms of size, purpose of use , and data type.
Week 3	The computer's hardware and software components include the desktop, Start .menu, taskbar, folders, files, icons, window operations, and desktop backgrounds

Week 4	, Personal computers, software security, software licenses, cybersecurity ethics ,computer security and privacy, computer software licenses and their types intellectual property, hacking Electronic malware , malicious software used in hacking operations , and the harmful effects of computers on health are among the .most important risks
Week 5	Controlling the operating system, its components, and its groups Uninstalling and installing programs
Week 6	Daily Test 1
Week 7-8	Microsoft 0202 Run Microsoft 0202 Program Interface Main Corrections
Week 9	Home tab , View tab, Page Layout tab
Week 10-11	Inserting objects and tables, text groups, and additional object symbols in Word
Week 12	Common computer settings for some computers Printer management, time and date settings , disk maintenance The guardian.
Week 13	Daily exam 2
Week 14	Working with tables, functions, and equations
Week 15	review
Week 16	End-of-semester exam for the theoretical subject

Delivery Plan (Weekly Lab. Syllabus) Weekly laboratory schedule	
Week 1	Material Covered
Week 2	, Training the student to deal with the computer and desktop environment browsing , opening and closing windows and dialog boxes, and the correct ways to deal with the keyboard, cursor and other devices.
Week 3	Practical examples of customization, working with icons, and changing screen resolution.
Week 4	The student will be trained on the Start menu, creating a file and saving it with the student's name on the desktop. They will learn how to use program windows and scroll bars. They will also learn how to create a folder with a .specific name and practice renaming, hiding, restoring, and deleting it Finally, the student will be trained on performing operations on desktop windows and backgrounds.
Week 5	The student is trained to deal with computer software licenses and their types, and to work with the original source. The student is also trained to work with the original software related to computer security and .cybersecurity
Week 6	Understanding operating systems Formatting the hard drive and installing the Windows operating system
Week 7-8	The student is trained to use the control panel and common computer gauges and to install and adapt to working with them, including setting the time and , .date
Week 9	Getting acquainted with the Word program environment, its menus and formats, writing many texts and training the student on them with different types of formats and printing them on the printer.
Week 10-11	Training the student on page layout, other corrections , and adding symbols .and equations
Week 12	Training on inserting objects
Week 13	Creating schedules
Week 14	.Various examples of this include creating documents more professionally
Week 15	Control tables, draw curves and polygons, insert text boxes
Week 16	End-of-semester exam for the practical course

Learning and Teaching Resources Learning and teaching resources		
	Tex t	Available in the Library?
Required Texts	Headway	Yes
Recommended Texts		No
Websites		

Grading Scheme

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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 markof 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.