	Ministry of Higher Education and Scientific Research - Iraq Al-Nahrain University College of Science Computer Science Department	

MODULE DESCRIPTION FORM
نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية					
Module Title	Computer Skills I			**Module Delivery**	
Module Type	Core			☐**Theory** ☐ **Lecture** ☒ **Lab** ☐ **Tutorial** ☐ **Practical** ☐ **Seminar**	
Module Code	COMP2107				
ECTS Credits	3				
SWL (hr/sem)	75				
Module Level	2		**Semester of Delivery**	1	
Administering Department	Computer science		**College**	Science	
Module Leader	Dr. Zainab Namh Abdula		**e-mail**	zainab.namhabdula@nahrainuniv.edu.iq	
Module Leader's Acad. Title	Assistant Professor		**Module Leader's Qualification**	PhD	
Module Tutor			**e-mail**		
Peer Reviewer Name	Dr. Hasnaa Imad		**e-mail**	hasna.imad@nahrainuniv.edu.iq	
Scientific Committee Approval Date			**Version Number**	1.0	
Laboratory Teachers	Dr. Hasnaa Imad, Assist. Lect. Israa Namh, Assist. Lect. Zeyad Mohammed				

Relation with other Modules العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Aims أهداف المادة الدراسية	Enabling the student to deal smoothly with Microsoft Office programs (Word, Excel and PowerPoint) as they are among the basic programs that the student must know how to use professionally This course provides: • Advanced knowledge in the use of Word program to create reports in an organized and fast manner • Creating electronic tables, charts and performing various calculations using Excel. • PowerPoint provides students with the ability to create presentations in a professional and elegant manner
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. Word Processing (Microsoft Word) • Apply advanced formatting and editing tools to produce structured, professional-quality documents. • Create, edit, and manage long reports using features such as styles, templates, table of contents, references, and mail merge. • Integrate graphics, tables, and charts into documents to enhance clarity and presentation of information. 2. Spreadsheets (Microsoft Excel) • Construct and manipulate spreadsheets to organize and manage numerical and textual data efficiently. • Perform a range of calculations using formulas and functions for data analysis. • Design and interpret charts, pivot tables, and visual tools to present data in an accurate and meaningful way. 3. Presentation Skills (Microsoft PowerPoint) • Design professional and visually appealing presentations using appropriate templates, themes, and multimedia elements. • Apply principles of slide design, animation, and transitions to effectively communicate ideas. • Deliver presentations that demonstrate logical flow, visual clarity, and audience engagement.
Indicative Contents المحتويات الإرشادية	**Computer Skills (MS Office)** **1. Microsoft Word** • Interface: ribbons, tabs, panels • Creating, saving, and organizing documents • Text formatting: fonts, spacing, styles • Page layout: margins, sections, headers/footers • Working with tables, images, shapes • Lists, numbering, multilevel outlines • tables of contents • Printing

	2. Microsoft Excel • Worksheets vs. workbooks • Data entry tips and formatting rules • Basic formulas and functions (SUM, AVERAGE, COUNT, IF, etc.) • Cell referencing (relative, absolute, mixed) • Sorting and filtering data • Creating charts and graphs • Conditional formatting • Basic data analysis tools (PivotTables introduction) **3. Microsoft PowerPoint** • PowerPoint interface and design principles • Slide layouts and master slides • Themes, color palettes, visual hierarchy • Adding images, icons, charts, tables, and media • Transitions and animations (best practice: clarity > decoration) • Creating professional presentations • Exporting slides (PDF, video, handouts)

Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	• Practical application in the laboratory includes the application of a group of different tasks by creating and coordinating documents, electronic tables, and presentations.

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	33	**Structured SWL (h/w)** الحمل الدراسي المنتظم للطالب أسبوعيا	2
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	42	**Unstructured SWL (h/w)** الحمل الدراسي غير المنتظم للطالب أسبوعيا	3
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	75		

Module Evaluation تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	**Quizzes**	1	15% (15)	Continuous	All
	Assignments	1	10% (10)	Continuous	All
	Lab. (Attendance)	1	5% (5)	Continuous	All
	Seminar	1	10% (10)	Week 15	All
Summative assessment	**Midterm Exam**	2 hr.	10% (10)		All
	Final Exam	3hr.	50% (50)		All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week 1	Know MS Word and introduce Home Ribbon (Font, Paragraph, Editing)
Week 2	Deal with tables, equations, and symbols
Week 3	Insert Ribbon (Pictures and Header/Footer) + Design / Layout
Week 4	Designing the document (Cover Page, Drop Cap, Watermark, Page Border, Shapes, Smart Art)
Week 5	Page Layout Ribbon (Page Setup, Columns Formatting, Break types) - Add captions and table of contents
Week 6	Mid Term
Week 7	Know MS Excel and format the cells - MS Excel – Formatting Cells (Font, Alignment, Conditional formatting)
Week 8	Formulas and Functions - (Text, Lookup, Date/Time, Logical)
Week 9	Analyze Data (Pivot, Filter, Database, Nested Functions)
Week 10	Charts & Data Visualization
Week 11	Advanced Excel Tools - Sorting, filtering, and data validation.
Week 12	Know MS PowerPoint - Interface overview and slide layouts.
Week 13	Designing Slides
Week 14	Multimedia & Animations
Week 15	Final Seminar

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	**Available in the Library?**
Required Texts	ICDL Textbooks	
Recommended Texts		
Websites	https://www.youtube.com/@karinaadcock https://www.youtube.com/@KevinStratvert	

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