

Course Description Form

1. Course Name: Computer					
2. Course Code: L/Co211					
3. Semester / Year: 2025–2026					
4. Description Preparation Date: 1/10/2025					
5. Available Attendance Forms: Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
60 hours per year 2 Unit					
7. Course administrator's name (mention all, if more than one name)					
Name: Assist. Prof. Dr. Zaenab Dawood Shakir Email: zaenab.shakir@mu.edu.iq					
8. Course Objectives					
Course Objectives			Learning computer and technology. Preparing students are capable of using computers		
9. Teaching and Learning Strategies					
Strategy		Discussion, quizzes, oral exam, written exam, and lab			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First	One	The cognitive, skill, emotional domains	Introduction to networks	Lectures, discussions, and practical case studies	Oral questions

Second	One	The cognitive, skill, emotional domains	Internet Protocol	Lectures, discussions, and practical case studies	Discussion
Third	One	The cognitive, skill, emotional domains	Search engine	Lectures, discussions, and practical case studies	Daily and periodic tests
Fourth	One	The cognitive, skill, emotional domains	How to search in Internet	Lectures, discussions, and practical case studies	Oral questions
Fifth	One	The cognitive, skill, emotional domains	Web Browsers	Lectures, discussions, and practical case studies	Discussion
Sixth	One	The cognitive, skill, emotional domains	E-mail	Lectures, discussions, and practical case studies	Daily and periodic tests
seventh	One	The cognitive, skill, emotional domains	Introduction to the word	Lectures, discussions, and practical case studies	Oral questions
Eighth	One	The cognitive, skill, emotional domains	Explain file tab	Lectures, discussions, and practical case studies	Discussion
Ninth	One	The cognitive, skill, emotional domains	Explain home clipboard group	Lectures, discussions, and practical case studies	Daily and periodic tests
Tenth	One	The cognitive, skill, emotional domains	Explain home tab font group	Lectures, discussions, and practical case studies	Oral questions
Eleventh	One	The cognitive, skill, emotional domains	Explain home paragraph group	Lectures, discussions, and practical case studies	Discussion
Twelfth	One	The cognitive, skill, emotional domains	Insert tab pictures and shapes	Lectures, discussions, and practical case studies	Daily and periodic tests
Thirteenth	One	The cognitive, skill, emotional domains	Tables	Lectures, discussions, and practical case studies	Oral questions
Fourteenth	One	The cognitive, skill, emotional domains	Layout tab	Lectures, discussions, and practical case studies	Discussion
Fifteenth	One	The cognitive, skill, emotional domains	Exam	Lectures, discussions, and practical case studies	Exam
Sixteenth	One	The cognitive, skill, emotional domains	Use Abbreviation	Lectures, discussions, and practical case studies	Oral questions
Seventeenth	One	The cognitive, skill, emotional domains	Print in Word off	Lectures, discussions, and practical case studies	Discussion
Eighteenth	One	The cognitive, skill, emotional domains	Introduction to Excel	Lectures, discussions, and practical case studies	Daily and periodic tests

Nineteenth	One	The cognitive, skill, emotional domains	File tab in Excel	Lectures, discussions, and practical case studies	Oral questions
Twentieth	One	The cognitive, skill, emotional domains	Explain Excel interface parts	Lectures, discussions, and practical case studies	Discussion
Twenty First	One	The cognitive, skill, emotional domains	Explain the sheet in Excel	Lectures, discussions, and practical case studies	Daily and periodic tests
Twenty Second	One	The cognitive, skill, emotional domains	Insert or delete columns, rows, cells	Lectures, discussions, and practical case studies	Oral questions
Twenty Third	One	The cognitive, skill, emotional domains	Data types in Excel	Lectures, discussions, and practical case studies	Discussion
Twenty fourth	One	The cognitive, skill, emotional domains	Functions and formulas in Excel	Lectures, discussions, and practical case studies	Daily and periodic tests
Twenty Fifth	One	The cognitive, skill, emotional domains	How to solve equations in Excel	Lectures, discussions, and practical case studies	Oral questions
Twenty sixth	One	The cognitive, skill, emotional domains	Layout in Excel	Lectures, discussions, and practical case studies	Discussion
Twenty Seventh	One	The cognitive, skill, emotional domains	Print out in Excel	Lectures, discussions, and practical case studies	Daily and periodic tests
Twenty Eighth	One	The cognitive, skill, emotional domains	Introduction to power point	Lectures, discussions, and practical case studies	Oral questions
Twenty Ninth	One	The cognitive, skill, emotional domains	How to create slides	Lectures, discussions, and practical case studies	Discussion
Thirtieth	One	The cognitive, skill, emotional domains	Exam	Lectures, discussions, and practical case studies	Exam

11. Course Evaluation

(15) score for the first term exam, (15) score for the second term exam, (10) score for oral and quizzes, and (60) score for final exam

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Computer and office
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	