# TEMPLATE FOR COURSE SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

## COURSE SPECIFICATION

This course describes this briefing on the most important characteristics of the course and learning outputs expected from the student to achieve them, expressing whether he has achieved the maximum benefit from the available learning opportunities. It is necessary to link it with the description of the program.

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| 1. Teaching Institution | Ministry of Higher Education and Scientific Research |
| 2. University Department/Centre | College of Dentistry/ Kirkuk University- Basic Science Branch |
| 3. Course title/code | Computer |
| 4. Modes of Attendance offered | Lectures and laboratories |
| 5. Semester/Year | The first - second / for the first stage / - |
| 6. Number of hours tuition (total) | 30hours theory and 60 hours practical |
| 7. Date of production/revision of this specification | 2020-2021 |
| 8. Aims of the Course | |
| Teaching the student how to deal with the computer and establish the student correctly scientifically and enhance his self -confidence so that he can deal with the computer in a smooth scientific way and use the appropriate programs and without errors. | |
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9· Learning Outcomes, Teaching ,Learning and Assessment Methode

A- Knowledge goals

A1- The student acquires the adequate knowledge of computer instructions used in the calculator

A2- The student should recognize the different types and devices used in the manufacture of calculator

A3- Promoting student confidence in dealing with all types of mobile and non-laptops

A4- Developing the student's ability to deal with various computer programs.

A5 - - Tennish the start of a group of students to discuss computer programs and their way of uses.

A6 -Providing the full knowledge of the student that enables him to prepare mathematical programs, printing and drawing on the Microsoft Excel and Microsoft Word programs

B - The skills goals of the decision

B 1 -Enhancing profession agents and dealing with computers among students

B2 - Students' acquisition of various computer skills

B 3 - Promoting the principle of continuous learning for lifetime in order to continue developing the profession

Teaching and Learning Methods

Giving lectures.

Conducting practical experiments for clarification

Providing students with lectures on the college website

Educational films

Assessment methods

Examinations

Activities such as seminars

Oral tests

Laboratory practical tests

Reports

C- Emotional and value goals

C1- Gain knowledge of computers

C2- - Computer skill based on logical thinking.

C3- Linking information on the computer and the mechanism of work on it

Teaching and Learning Methods

- Theoretical lectures using the Data Show, and the lectures are in the form of Power Point or PDF

-Guiding students to some websites to benefit from them

- A practical laboratory and conducting experiments by students

- Smarts from work and students ’meeting

Assessment methods

- Theoretical exams
- Practical exams
- Quick exams
- Oral exams

D - General skills and rehabilitation (other skills related to employment and personal development).
D1-Skill use computers and built on logical thinking
D2-The student's awareness of the balance between freedom and responsibility
D3- The skill of thinking according to the ability of the student
The student believes what is concrete) the student's ability (and understanding when and what and how he should think and improve the ability to think reasonably
D4- Thinking Critical Thinking Skill (Thinking Critical)), which aims to raise a problem and analyze it logically
And reach the required solution.

10. Course Structure

| Week | Hours | ILOs | Unit/Module or Topic Title | Teaching Method | Assessment Method |
|---|---|---|---|---|---|
| 1 | 2 | **Introduction about compute /Hardware and Software/compu ter structure/`Flopp y magnetic disks** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 2 | 2 | **Introduction about compute /Hardware and Software/compu ter structure/`Flopp y magnetic disks** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 3 | 2 | **Operating systems/CD-ROM/** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 4 | 2 | **Create Files &Folders High level programming language /Constant and variable/Library Function /Arithmetic expression/Type of Monitor /Number of systems** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 5 | 2 | **Introduction about MS-DOS Operating systems/DOS** | Computer Science | Laboratories Computers | Theoretical and practical exams |

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| | | **drive /Key-Board** | | | |
| 6 | 2 | **DOS commands /Internal Commands/External Commands** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 7 | 2 | **Introduction about Windows /A look at Windows 7/Stating Windows XP/Working with a windows Program** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 8 | 2 | **Working with files and folders/ Using My computer** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 9 | 2 | **Working with Taskbar and Desktop Using Windows Accessories** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 10 | 2 | **A look at Control Panel** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 11 | 2 | **Widows Explorer** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 12 | 2 | **libraries** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 13 | 2 | **Introduction about Microsoft Word A look at Microsoft Word /Editing Document** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 14 | 2 | **Formatting Text/** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 15 | 2 | **Formatting paragraphs** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 16 | 2 | **Proofing documents** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 17 | 2 | **Adding Tables** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 18 | 2 | **Inserting Graphic Elements** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 19 | 2 | **Controlling page Appearance** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 20 | 2 | **Introduction about Excels /A Look at Microsoft Excel** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 21 | 2 | **Modifying A Worksheet /performing Calculations** | Computer Science | Laboratories Computers | Theoretical and practical exams |

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| 22 | 2 | **Formatting a worksheet/ Developing a work book** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 23 | 2 | **Printing Workbook Contents/Customizing Layout** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 24 | 2 | **Introduction about Microsoft Access/ A look at Microsoft Access** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 25 | 2 | **Creating Data tables /properties of the fields** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 26 | 2 | **Querying the database/Designing Forms/Producing reports** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 27 | 2 | **Introduction about Microsoft Power point/starting power point** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 28 | 2 | **Formatting text/Using graphics and Text** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 29 | 2 | **Manipulating the slides/Using Multimedia Elements** | Computer Science | Laboratories Computers | Theoretical and practical exams |
| 30 | 2 | **Power point Management** | Computer Science | Laboratories Computers | Theoretical and practical exams |

| 11. Infrastructure | |
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| 1. Books Required reading: | Windows 7 Office 2010 |
| 2. Main references (sources) | |
| A- Recommended books and references (scientific journals, reports…). | |
| B-Electronic references, Internet sites… | |

| 12. The development of the curriculum plan |
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| See the curriculum of international universities and seek to follow its footsteps in order to develop with science and make twinning with the ancient universities to raise the level of science |