

## Course Description Form: Fundamentals of Computer Science

1- Course Name:	
<b>Fundamentals of Computer Science</b>	
2- Course Code:	
<b>UNI-217</b>	
3- Semester / Year:	
<b>first Course</b>	
4- Date of Preparation:	
<b>2025/10/1</b>	
5- Available Attendance Forms:	
<b>In-person</b>	
6- Total Credit Hours / Total Units:	
<b>3 Hours / 3 Units</b>	
7- Course Coordinator	
<b>Name: Asst. Lect. Suda Muwaffaq Rashid    Email: Suda.m@uowa.edu.iq</b>	
8- Course Objectives	
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>• Introducing the student to the basic concepts of computer science and distinguishing between hardware and software.</li> <li>• Providing the student with the practical skills necessary to efficiently deal with the Windows operating system and manage files and folders.</li> <li>• Enabling the student to use basic office applications (Word, Excel, PowerPoint) to create professional documents, spreadsheets, and presentations.</li> <li>• Developing the student's knowledge of the basics of the Internet and the World Wide Web, and how to search for information and communicate via email safely and effectively.</li> <li>• Introducing the student to modern concepts such as cloud computing and its practical applications in collaboration and file sharing.</li> <li>• Preparing the student to use the computer as a basic and effective tool in their future studies and their field of work in business administration.</li> </ul>
9- Teaching and Learning Strategies	
<b>Strategy</b>	<ul style="list-style-type: none"> <li>✓ Theoretical lectures supported by presentations (PowerPoint).</li> <li>✓ Practical training sessions in the computer lab to apply acquired skills.</li> <li>✓ Class discussions and asking questions to enhance understanding.</li> <li>✓ Project-based learning (preparing practical assignments, reports, and short presentations).</li> <li>✓ Utilizing electronic and library educational resources.</li> </ul>

10- Course Structure					
Week	Hours	Required Learning Outcomes	Unit/Subject Name	Learning Method	Assessment Method
1	3	Defining basic computer concepts and distinguishing between hardware and software.	Introduction to Computers: Components, Data, and Information.	Lecture + Discussion	Oral questions
2	3	Identifying internal computer components and their functions (Motherboard, Processor, Memory).	Computer Components: Internal parts and Input/Output units.	Lecture + Practical Demo	Class participation
3	3	Identifying computer ports and types of personal computers.	Computer Components (Continued): Ports and types of personal computers.	Lecture + Discussion	Class participation
4	3	Understanding the role of the operating system and dealing with its GUI.	Operating System and Graphical User Interface (GUI): Desktop and Mouse.	Lecture + Practical training	Practical assignment
5	3	Mastering file, folder, and window management and creating shortcuts.	Operating System (Continued): Managing files, folders, and windows.	Lecture + Practical training	Practical assignment
6	3	Creating, editing, and formatting texts and paragraphs in Word.	Word Processing (Word): Basics and text formatting.	Lecture + Practical training	Practical application
7	3	Creating tables, adding headers and footers, and spell checking.	Word Processing (Continued): Tables, styles, headers, and footers.	Lecture + Practical training	Short quiz
8	3	Creating and formatting worksheets, sorting and filtering data in Excel.	Electronic Spreadsheets (Excel): Basics, sorting, and filtering.	Lecture + Practical training	Monthly exam
9	3	Using formulas and functions and creating charts.	Electronic Spreadsheets (Continued): Formulas, functions, and charts.	Lecture + Practical training	Assignment
10	3	Creating a presentation and inserting/formatting text and images in PowerPoint.	Presentation Software (PowerPoint): Basics.	Lecture + Practical training	Practical application
11	3	Adding transitions and animations and using presenter notes.	Presentation Software (Continued): Advanced features.	Lecture + Practical training	Short report
12	3	Understanding the basics of computer networks and the concept of the Internet and its applications.	Introduction to the Internet: Networks and Internet connectivity.	Lecture + Discussion	Oral questions
13	3	Using web browsers, search engines, and understanding URLs.	Internet (Continued): The Web, browsers, and search engines.	Lecture + Practical Demo + Exercises	Short quiz
14	3	Creating, sending, and receiving emails and managing the inbox.	Communication and Email.	Lecture + Practical training	Practical assignment
15	3	Comprehensive review of the subject matter and solving sample questions and exercises.	General Course Review.	Review + Exercises	Class participation

#### 11- Course Evaluation

Distribution of the 100-mark grade based on assigned tasks, written, and practical exams:

A. First-half grade (50 marks) distributed as follows:

First Theory Quiz: 5 marks (covers the first lectures, e.g., weeks 1-4).

Second Theory Quiz: 5 marks (covers subsequent lectures, e.g., weeks 5-8).

First Practical Exam (Lab): 10 marks (tests practical skills in Windows and Word).

First Practical Assignment: 5 marks (practical application of specific skills like file management).

Second Practical Assignment: 5 marks (practical application of other skills like Excel).

First Report: 5 marks (short report or presentation on a specific topic).

Participation and Class Activity: 5 marks (includes attendance and participation in discussions).

Midterm Practical Exam (Lab): 10 marks (covers all theoretical lectures).

B. Final Exam grade (50 marks) distributed as follows:

Final Written Exam (Theory): 35 marks (covers all theoretical aspects of the course).

Final Practical Exam (Lab): 15 marks (tests comprehensive practical skills acquired during the semester).

Total Marks = 100 Marks.

## 12- Learning and Teaching Resources

### Required Textbooks

Required Textbook: "Computer Basics and Office Applications" - Ministry of Higher Education and Scientific Research / Department of Research and Development 2014.

- 1 .Peter Norton, "Introduction to Computers".
- 2 .ICDL (International Computer Driving License) certification book.
- 3 .GCFGlobal (GCFLearnFree.org) website for interactive lessons.
- 4 .Official Microsoft support and learning pages (support.microsoft.com).
5. Educational YouTube.