

Course description form

1.	Course Name:
	Computers / second stage
2.	Course Code:
3.	Semester
	Yearly
4.	description preparation date :
	10/1/2023
5.	Available attendance forms:
	attendance only
6.	Number of credit hours (total)/number of units (total):
	90 hour . 3 hour a week
7.	course administrator name (mention all, if more than one)
	the name: Dr.. Sundus Hatem Majeed Email: sundus.majeed@cofarts.uobaghdad.edu.iq
8.	Course objectives
	- Teaching the student how to use a computer and use various applications such as the Internet and Excel - Motivating the student to learn computer driving skills, use various applications, and surf the Internet

9. Teaching and learning strategies	
The strategy	<ol style="list-style-type: none"> 1. Education strategy collaborative concept planning. 2. Teaching strategy brainstorming. 3. Education strategy notes series
10. Course structure	

week	hours	Required learning outcomes	unit or subject name	Learning method	Evaluation method
1	3 hours	Computer basics and applications	What is Excel	Lecture + laboratory	Daily Exams
2	3 hours		Excel screen and its contents	Lecture + laboratory	
3	3 hours		Excel lists and their functions	Lecture + laboratory	
4	3 hours		Home menu	Lecture + laboratory	
5	3 hours		Formatting lines, numbers, and cells	Lecture + laboratory	
6	3 hours	Basics of the Internet and networks	File menu	Lecture + laboratory	WeekE xams
7	3 hours		Page setup menu	Lecture + laboratory	
8	3 hours		List of formulas	Lecture + laboratory	
9	3 hours		Insert menu	Lecture + laboratory	
10	3 hours		Graphs and charts	Lecture + laboratory	
11	3 hours		Insert functions	Lecture + laboratory	
12	3 hours		Data menu	Lecture + laboratory	
13	3 hours		Sort and filter data	Lecture + laboratory	
14	3 hours		Conditional formatting	Lecture + laboratory	
15	3 hours		First semester exam		
Holiday					
16	3 hours		Definition of networks and their types	Lecture + laboratory	
17	3 hours		Wired and wireless networks	Lecture + laboratory	
18	3 hours		Network classification	Lecture + laboratory	
19	3 hours		Intranet and extranet	Lecture + laboratory	
19	3 hours		Equipment used in networks	Lecture + laboratory	
20	3 hours		Cloud Computing	Lecture + laboratory	

21	3 hours		Network security	Lecture + laboratory	
22	3 hours		Internet	Lecture + laboratory	
23	3 hours		Internet influences	Lecture + laboratory	
24	3 hours		Internet ethics	Lecture + laboratory	
25	3 hours		Internet law	Lecture + laboratory	
26	3 hours		Browsing through the Internet	Lecture + laboratory	
27	3 hours		Internet browsing programs	Lecture + laboratory	
28	3 hours		Areas of Internet use		
29	3 hours		Network viruses		
30	3 hours		Second semester exam		

11. Course evaluation

Distributing the course out of 100 :- 25 Monthly and daily exam grades for the first semester. 25 Monthly and daily exam grades for the second semester. 50 Score for final exams

12. Learning and teaching resources

Books prescribed by the Ministry (prescribed curriculum if available)

Internet sites, YouTube