Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department

Academic Program and Course Description Guide

2024

Academic Program Description Form

University Name: University Of Basrah

Faculty/Institute: Faculty of Administration and Economics

Scientific Department: Banking and Finance

Academic or Professional Program Name: Computer for S 1

Final Certificate Name: Computer for S 1

Academic System: Semester

Description Preparation Date: 20–2–2024

File Completion Date: 20–2–2024

Signature: **Signature:**

Head of Department Name: **Scientific Associate Name:**

Date: **Date:**

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:

Approval of the Dean

1. Program Vision

The College of Administration and Economics seeks to be one of the leading higher education institutions at the University of Kufa in the field of modern education and scientific research through its scientific, research and administrative activities, as well as providing an integrated path for its students and its advantages to make them active and creative in the service of society in the fields of teaching and teaching live languages.

2. Program Mission

Working to prepare and graduate scientific and leadership competencies leading in languages, its sciences and literature and in developing the cognitive balance in the field of scientific research to serve the local, regional and international community as well as training and refining the minds of students scientifically and cognitively, and emphasizing social and cultural values and responding to the requirements of the local market.

3. Program Objectives

Teaching the student to be familiar with the basic rules for dealing with the computer and its administration to help him in completing projects, printing matters, preparing statistics, graphic fees, creating presentations, designs of engineering plans, etc., and the emergence of the Internet as a means of communication available to all it has become very necessary for the student to learn to use the computer for the role of the Internet in many areas Including education, scientific research, trade and marketing through electronic correspondence, web pages and electronic speaking

4. **Program Accreditation**
Nothing

5. **Other external influences**
Nothing

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	1	3		
College Requirements	Yes			
Department Requirements	Yes			
Summer Training	Nothing			
Other	Nothing			

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
First Stage	–	Computer	2	1

8. Expected learning outcomes of the program

Knowledge	
1– The amount of the student's assimilation of the subject	

2 –The ability to analyze and apply what you learn in a practical way on the calculator 3 –The evaluation is done by displaying the material between students in the laboratory and then applied by them	
Skills	
Prepare the student to be familiar with the basic rules for dealing with the computer and its management to help him complete projects, printing matters, prepare statistics, graphs, create presentations, engineering plans designs, and others,	
Ethics	
Developing students' capabilities to share ideas	

9. Teaching and Learning Strategies

The electronic method and explanation by displaying the material on the Power Power program in the form of plans and pictures in order to tighten the student's attention and help him not to feel bored. The practical way of applying what has been presented to the calculator and conducting periodic tests.

10. Evaluation methods

First examination degree (15)

The second examination degree (15)

Practical testing degree (15)

Daily Post (5)

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
ASSOC. PROF.,	Computer science	Information technology			Yes	

Professional Development

Mentoring new faculty members

Professional development of faculty members

12. Acceptance Criterion

Yes

13. The most important sources of information about the program
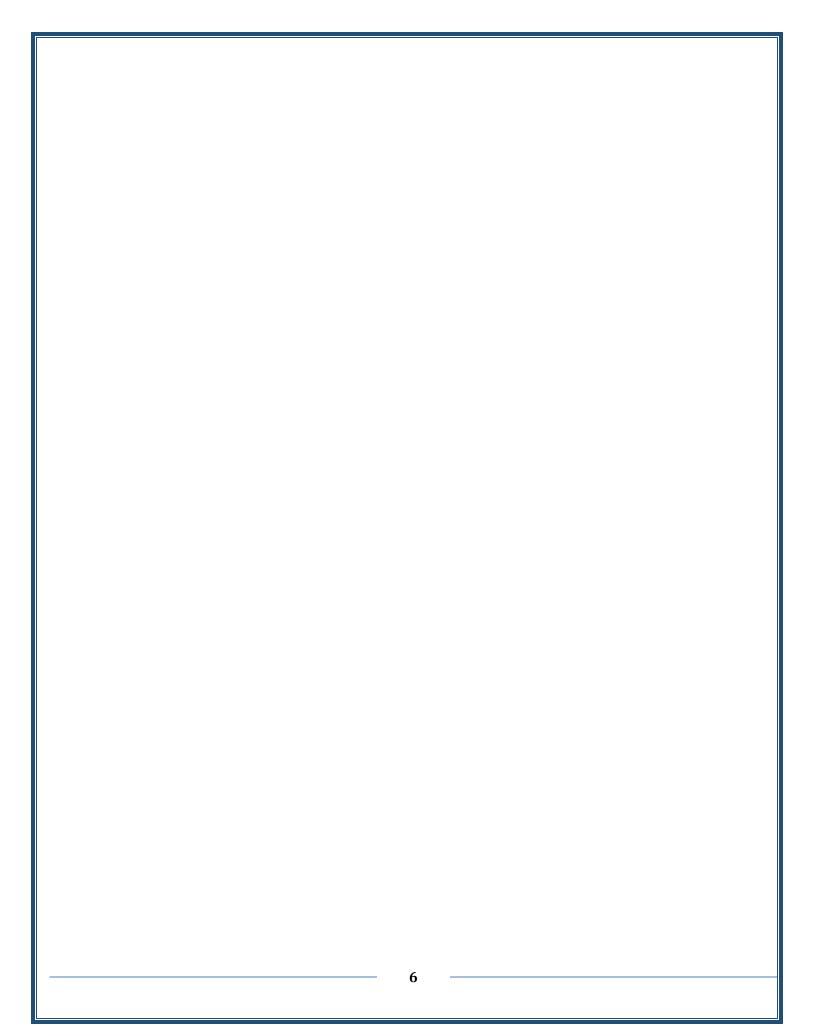
• Al –Quds Open University. (2011). Computer Principles Course/(0102). Al – Quds Open University: Amman, Jordan.

Yassin, Arafat. (2010). International Computer Leadership License–Fifth Edition. Ammaan Jordan.

•   General Organization for Technical Education and Vocational Training. The basics of operating systems. Kingdom of Saudi Arabia.

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2023-2024		Computer for the first stage	Basic												

- **Please tick the boxes corresponding to the individual program learning outcomes under evaluation.**

Course Description Form

1. Course Name:
Computer

2. Course Code:
–

3. Semester / Year:
Semester

4. Description Preparation Date:
21-2-2024

5. Available Attendance Forms:
Presence

6. Number of Credit Hours (Total) / Number of Units (Total)
3 hours

7. Course administrator's name (mention all, if more than one name)
Name: Hayder Salah Hashim Email: hayder_alasadi@uobasrah.edu.iq

8. Course Objectives

- **Determines the basic concepts of contemporary computer, and shows its various forms and i[...] impact in the various areas of life.**
- **Learn about the computer system with its material and programming components and its imp[...] on the classification of computers.**
- **The types of contemporary operating systems.**
- **The personal computer is used with Windows (7) with confident treatment, and the ability to u[...] its available facilities.**
- **It clarifies the effect of the Internet and networks revolution on our contemporary life.**
- **Recent trends in the Internet world.**
- **MSWORD2007 text packages are used, with PowerPoint 2007, and Excel 2007 tables.**

9. Teaching and Learning Strategies

Strategy	1- Education strategy planning the cooperative concept. 2- Teaching strategy of brainstorming. 3- Education Strategy Series notes

WK	DATE	TOPIC	READING	ASSIGNMENT
1	3		Computer Basics	Questions And Discussion
2	3		Computer Basics	Daily Tests
3	3		Computer's Components	Questions And Discussion
4	3		Computer Security	Daily Tests
	3	Assignment 1		
5	3		Software Licenses	Questions And Discussion
6	3		Operating System Basics	Daily Tests
7	3		Operating System Basics	Questions And Discussion
8	3	Assignment 2		
9	3		Operating System Components	Questions And Discussion
10	3		Operating System Components	Daily Tests
11	3		Types Of Operating Systems	Questions And Discussion
12	3	Assignment 3		
13	3		Types Of Operating Systems	Questions And Discussion
14	3		Dealing Mechanism Of Operating Systems	Daily Tests
15	Mid Exam			

10. Course Evaluation

First examination degree (15)
The second examination degree (15)
Practical testing degree (15)
Daily Post (5)

11. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Yassin, Arafat. (2010). Internation Computer Leadership License-Fi Edition. Ammaan Jordan.
Recommended books and references (scientific journals, reports…)	• Al -Quds Open University. (201 Computer Principles Course/(0102). -Quds Open University: Amman, Jord • General Organization Technical Education and Vocatio Training. The basics of operati systems. Kingdom of Saudi Arabia
Electronic References, Websites	