

نموذج وصف المقرر

وصف المقرر

This course description provides a necessary summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve Evidence of whether the maximum benefit has been made from the learning opportunities available and this must be linked to the program description

AL-mansour Univirsity coolege			1. Educational institution
Department of law			2. Scientific department/ center
Computer science			3. Course name /code
weekly			4. Attendance forms available
2025 -2024			5. Semester / year
عدد الساعات الاسبوعية			6. Number of study hours (total)
المجموع	عملي	نظري	
3	2	1	
2024 - 12 -10			7. Date this description was prepared
8. Course objectives			
- Introducing the computer subject, its importance in life and the developments taking place			
- Introducing students to basic computer components			
- Developing students' information and knowledge about the computer and its programs			
- Teaching students to use the Microsoft Office package and teaching them how to create reports and write research using Microsoft Word and how to			

use it
- Teaching students how to use programs microsoft excel &Microsoft power point
- Enriching the intellectual and practical level of students with the importance of computer education and the use of its programs

10. .Course outcomes and teaching, learning and evaluation methods
A- Cognitive objectives . -1-Identify the computer components -2Learning how to use a computer -3Learn how to use basic computer programs and how to use a package Microsoft office -4-Benefit from using the computer throughout your practical and academic life, and not just during your studies
B. Skills objectives for the course 1 - Applying the subject's vocabulary practically - 2- Communicate with students to benefit from the use of the computer in the best possible way and provide ways Learning available 3 - Students practically apply what is learned during the lecture The topic is practically application of vocabulary
Teaching and learning methods
- Practical lectures based on the laboratories in the college . - Relying on the computer basics book . - Using Microsoft Office package programs in the lecture . - Make the lecture more effective by urging students to discuss and motivating them to do so by presenting realistic stories related to the lecture topic .
Evaluation methods
- Daily surprise exams (Quiz (- Monthly exams - Discussions and interaction during the lecture presentation
Emotional and value-based goals
1 -Planning to find preliminary solutions that are organized visually to gain intellectual skills and imagine the creative process for what
Evaluation methods
Before implementation and application
Evaluation methods

Evaluation is made by discussing different solutions and awarding additional marks to students who reach the best solutions in the quickest time possible.

- General and qualifying transferable skills (other skills related to employability and personal development)

1-Proposing practical ideas related to the outcomes of the study program to discuss with students to provide them with information about the market Working in the computer field and highlighting the need for most jobs to use computer skills for work purposes, promotion, and personal use .

2- Discuss with students how to benefit from the lecture to be a line of communication that encourages the student to cooperate and learn .

3- Introducing the importance of the computer in self-development and how to use it is a basic condition for applying for jobs



بنية المقرر. 11

Evaluation method	Teaching method	Name of the unit / topic	Required learning outcomes	watches	Week
Mark the names of the participants	Present a lecture with student participation	An introductory introduction to the computer, its components, and the methods required to use the computer	introduction to computer components and their importance . And the necessity of it	3	1
		Computer components and methods required to use the compute		3	2
		Explanation of Microsoft Word		3	3
		Explanation of Microsoft Word		3	4
		Explanation of Microsoft Word		3	5
		Explanation of Microsoft Word		3	6
Mark the names of exam participants Monthly	Present a lecture with student participation	Explanation of Microsoft Word	Using Word, how to write in it, and using the tools in the program	3	7
		Explanation of Microsoft Word		3	8
		monthly exam	First monthly exam	3	9
Mark the names of	Lecture with student	Microsoft word	Using Word And how to use	3	10
		Microsoft word		3	11
		Keyboard shortcuts		3	12

the participants	participation Participants	Keyboard shortcuts	Keyboard shortcuts	3	13
		Microsoft powerpoint	Microsoft powerpoint	3	14
		monthly exam	monthly exam	3	15
		Microsoft powerpoint		3	16
Mark the names of exam participants Monthly	Lecture with student participation Participants	Microsoft powerpoint	Using Microsoft powerpoint Microsoft excel	3	17
		Microsoft powerpoint		3	18
		Microsoft powerpoint		3	19
		Microsoft powerpoint		3	20
		Microsoft excel		3	21
		Microsoft excel		3	22
	Lecture with student participation Participants	monthly exam	monthly exam	3	23
Mark the names of exam participants	Lecture with student participation Participants	Microsoft excel	Using Microsoft excel	3	24
		Microsoft excel		3	25
Mark the names of exam participants	Lecture with student participation Participants	Microsoft excel	Using Microsoft excel	3	26
		Internet basics		3	27
		Internet basics	Computer basics	3	28
		monthly exam		3	29
		Comprehensive review of materials		3	30

12- - Infrastructure	
1- Required prescribed books	Computer Basics Book / Shirin Masri
2- Main references (sources)	
A - Recommended books and references	

(scientific journals	
	B- Electronic references, Internet sites...

13- Course development plan

14- Developing the academic vocabulary for the current curriculum by deleting some paragraphs and adding others closer to the topic

Subject professor

Shahad Hassan faleh

