# TEMPLATE FOR COURSE SPECIFICATION

## Computer Skills III

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

## Instructor: Dr. Zainab N. Sultani

### COURSE SPECIFICATION

This Course Specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. It should be cross-referenced with the programme specification.

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| 1. Teaching Institution | Al-Nahrain University – College of Science |
| 2. University Department/Centre | Computer Science Department |
| 3. Course title/code | Computer Skills III |
| 4. Modes of Attendance offered | Full Time |
| 5. Semester/Year | First / Second |
| 6. Number of hours tuition (total) | 2 Practical |
| 7. Date of production/revision of this specification | 2022-2023 |

8. Aims of the Course
Enabling the student to deal smoothly with Microsoft Office programs (Word, Excel and PowerPoint) as they are among the basic programs that the student must know how to use professionally
This course provides:
1. Advanced knowledge in the use of Word program to create reports in an organized and fast manner
2. Creating electronic tables, charts and performing various calculations using Excel.
3. PowerPoint provides students with the ability to create presentations in a professional and elegant manner

| 9. Learning Outcomes, Teaching ,Learning and Assessment Methode |
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| A- Cognitive goals.<br>A1- Providing the students with the required skills and knowledge about dealing with computers<br>A2- To provide the students with the skill of dealing with Microsoft programs |
| B. The skills goals special to the course.<br>B1 - Expand understanding of computer basics<br>B2 - Knowing the appropriate program for the tasks to be performed |
| Teaching and Learning Methods |
| A practical application in the laboratory that includes an application for a range of different tasks in creating and coordinating documents, electronic tables and presentations |
| Assessment methods |
| Application tasks in the laboratory<br>Exams<br>Daily assessment of practical performance in the laboratory<br>Determining a grade for daily attendance |
| C. Affective and value goals<br>C1. Develop and enhance the skill of thinking and dealing with acquired skills with high effectiveness<br><br><br>D. General and rehabilitative transferred skills(other skills relevant to employability and personal development)<br><br>D1 - Planning and Organizing<br>D2 - time management |

## 10. Course Structure

| Week | Hours | ILOs | Unit/Module or Topic Title | Teaching Method | Assessment Method |
|------|-------|------|----------------------------|-----------------|-------------------|
| 1 | 2 | | MS Word – Home Ribbon (Font, Paragraph, Editing) | | |
| 2 | 2 | | MS Word – Insert Ribbon (Table, Symbols and Equations) | | |
| 3 | 2 | | MS Word – Insert Ribbon (Pictures and Header/Footer) + Design / Layout | | |
| 4 | 2 | | MS Word – Design Ribbon (Cover Page, Drop Cap, Watermark, Page Border, Shapes, Smart Art) | | |
| 5 | 2 | | MS Word – Page Layout Ribbon (Page Setup, Columns Formatting, Break types) | | |
| 6 | Mid Exam | | | | |
| 7 | 2 | | MS Word – Reference Ribbon (Captions, Table of Content, Table of Figures, Table of Table Footnotes) | | |
| 8 | 2 | | MS Excel – Formatting Cells (Font, Alignment, Conditional formatting) | | |
| 9 | 2 | | MS Excel – Functions (Text, Lookup, Date/Time, Logical) | | |
| 10 | 2 | | MS Excel – Functions (Pivot, Filter, Database, Nested Functions) | | |
| 11+12 | 4 | | MS Excel – Charts and Layout | | |

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|---|---|---|---|---|---|
| 13 | Mid 2 Exam | | | | |
| 14 | 2 | | MS Power Point – Formatting Slides | | |
| 15 | 2 | | MS Power Point - Slide Transition and Object Animation | | |

| 11. Infrastructure | |
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| 1. Books Required reading: | **ICDL Textbooks** |
| 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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| 1. Introducing Mail Merge |
| 2. Create a Form using Developer Ribbon |