Course Description

This course description provides a concise overview of the main features of the course and the expected learning outcomes for students to achieve, demonstrating whether they have maximally benefited from the available learning opportunities. It is essential to link these outcomes with the program description.

1. Educational Institution	Al-Hilla University College
2. Scientific Department/Center	Department of Dentistry
3. Course Name/Code	Computer Applications
4. Available Attendance Forms	Weekly
5. Semester/Year	2023-2024 Academic Year
6. Total Study Hours	30 hours
7. Date of Description Preparation	March 12, 2024
8. Course Objectives:	
1. Introducing and providing an overview of computers.	
2. Identifying computer components (hardware and software) and their functions.	
3. Familiarizing with Windows operating systems and installation procedures.	
4. Recognizing common computer system problems and troubleshooting techniques.	
5. Developing database organization skills through familiarity with Excel, Word, and PowerPoint systems.	

9. Course Outcomes, Teaching and Learning Methods, and Evaluation:

:A. Cognitive Objectives

A1. Awareness and understanding of the importance of computers and technology.

A2. Familiarity with the principles of computer science.

A3. Detailed description of all computer parts and components, and their functions.

A4. Application and practical implementation of information learned.

A5. Organizing and retaining cognitive information for practical use.

A6. Keeping up-to-date with recent developments in the field of computers and technology.

B. Skill Objectives Specific to the Course:

B1. Training and equipping students to use computers effectively in solving problems encountered in their lives.

B2. Eliminating computer illiteracy or ignorance among students and making them knowledgeable individuals in computer usage.

B3. Providing outstanding students with advanced skills within the field of computers.

B4. Providing students with the essential needs and requirements for computer application programs .

: Teaching and Learning Methods

1. Lectures
2. Using explanatory PowerPoint slides during the lecture in a direct presentation style.
3. Making the lecture interactive through illustrative diagrams and adding visual information about the lecture topics.
4. -٤Discussion at the end of the lecture, utilizing brainstorming method through quick questions.

:Assessment Methods

1. QUIZ
2. Monthly and final exams (yearly)
3. Seminars
4. Weekly reports

-٥Attendance

:C. Affective and Values Objectives

C1- Working with team spirit

C2- Adhering to the ethics of the educational institution

C3- Promoting intellectual spirit

Teaching and Learning Methods:
-١ Practical lectures -٢ Utilization of video lectures to enhance knowledge
Assessment Methods:
-١ Monthly and final exams ٢- Short daily quizzes
D. Transferable General and Qualifying Skills (Other skills related to employability and personal development): D1- Developing computer usage skills in students. D2- Acquiring knowledge about diverse computer applications due to increased usage in education and daily life, especially in recent years due to the shift towards online education. D3- Increasing experience in computer operation mechanisms. D4- Achieving proficiency in computer usage.

10.Course Structure

Assessment Method	Teaching Method	Unit/Topic	Learning Outcomes	Hours	week
Quiz + Attendance	Practical	Operating System	Students become familiar with the topic	1	1
Quiz + Attendance	Practical	Hardware and Software (their differences, importance, and relationships)	Students understand the topic	1	2
Quiz + Attendance	Practical	Files and Folders	Students become familiar with the topic	1	3
Quiz + Attendance	Practical	Files and Folders Management	Students understand the topic	1	4
Quiz + Attendance	Practical	Computer Hardware	Students understand the topic	1	5
Quiz + Attendance	Practical	Looking Inside the Computer, Recognizing Input/Output Devices, Understanding How It Works Together	Students understand the topic	1	6
Quiz + Attendance	Practical	Using Control Panel	Students understand the topic	1	7
Quiz + Attendance	Practical	Understanding Power Options, Working with Power Settings	Students understand the topic	1	8
Quiz + Attendance	Practical	What is Software	Students become familiar with the topic	1	9
Quiz + Attendance	Practical	What is Troubleshooting	Students become familiar with the topic	1	10
Quiz + Attendance	Practical	What are Key Applications	Students become familiar with the topic	1	11
Quiz + Attendance	Practical	Microsoft Word and its Most Important Benefits and Uses	Students become familiar with the topic	1	12
Quiz + Attendance	Practical	Microsoft Word and its Most Important Benefits and Uses	Students become familiar with the topic	1	13
Quiz + Attendance	Practical	Microsoft Word and its Most Important Benefits and Uses	Students become familiar with the topic	1	14
Quiz + Attendance	Practical	Microsoft Excel and its Most Important Benefits and Uses	Students become familiar with the topic	1	15

The Second Semester

Assessment Method	Teaching Method	Unit/Topic	Learning Outcomes	Hours	Week
Quiz + Attendance	Practical	Microsoft Excel and its most important benefits and uses	Students understand the topic	1	16
Quiz + Attendance	Practical	Microsoft Excel and its most important benefits and uses	Students understand the topic	1	17
Quiz + Attendance	Practical	Microsoft Excel and its most important benefits and uses	Students understand the topic	1	18

Quiz + Attendance	Practical	Understanding PowerPoint and its most important benefits and uses	Students understand the topic	1	19
Quiz + Attendance	Practical	Understanding PowerPoint and its most important benefits and uses	Students understand the topic	1	20
Quiz + Attendance	Practical	World Wide Web	Students understand the topic	1	21
Quiz + Attendance	Practical	Understanding (LAN and WAN) networks	Students understand the topic	1	22
Quiz + Attendance	Practical	Understanding digital communication	Students understand the topic	1	23
Quiz + Attendance	Practical	Working with email	Students understand the topic	1	24
Quiz + Attendance	Practical	Using Microsoft Outlook	Students understand the topic	1	25
Quiz + Attendance	Practical	Digital Citizenship	Students understand the topic	1	26
Quiz + Attendance	Practical	Finding Information	Students understand the topic	1	27
Quiz + Attendance	Practical	How to Narrow the Search, Evaluating Information	Students understand the topic	1	28
Quiz + Attendance	Practical	Try to Make Strong Passwords	Students understand the topic	1	29

11.Infrastructure

No required textbook	Required Textbooks
"Computer Fundamentals and Desktop Applications"	Main References
Scientific books and research papers in the field of computer science	Recommended Resources
Internet	Electronic References, Internet Sites, etc.

12.Course Curriculum Development Plan

Visit to Educational Laboratories

Student-led Seminars