| **1.Course Name:** |
| Computer 3 |
| **2.Course Code:** |
| **WNR-21-05** |
| **3.Semester / Year:** |
| First Stage/First Semester |
| **4.Description Preparation Date:** |
| 1/10/2024 |
| **5.Available Attendance Forms:** |
| In-person lectures and practical laboratories (attendance forms) |
| **6.Number of Credit Hours (Total) / Number of Units (Total)** |
| 1 Theoretical + 1 Lab (2 Hours Per Week), Number of Credits (1) |
| **7.Course administrator's name (mention all, if more than one name)** |
| Name: Amjed M. Aljebury
Email: amjed.mohammed@uowa.edu.iq |

8.Course Objectives

☐ Define concepts, terms office programs.

☐ Illustrative the student with Microsoft office and its tools in the human body.

☐ Make the student to be able to operate new programs of different human organs in normal and abnormal conditions.

☐Improve student skills in programs environment.

☐ **Use** laboratory methods for monitoring data and results in theatrical and practical form.

☐ Handle the report and research properly.

☐To create a base acknowledgment of the student to make him able to understand and analysis the future objects changes in the laboratory.

☐Enhance the care of computer programs samples and lab equipment.

☐ Define the new techniques of Microsoft office programs

9.Teaching and Learning Strategies

| **Strategy** | - Theoretical lectures.
- Discussions.
- Reports.
- Lab training |

10.Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1T+1L	Introduction to Microsoft Word 2010	Definition and Applications	-Lectures. - seminars. - Lab training .	Quizzes, students' participation in the lecture, &Practical evaluation .
2	1T+1L	Define how to open and close Word program	Operating the Main Window Microsoft Word 2010	- Lectures. - seminars. -Lab training.	Quizzes, students' participation in the lecture, &Practical evaluation .
3	1T+1L	Define the most important Taps of Microsoft Word	Explain Orders of file tap in in Microsoft Word	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
4	1T+1L	Define Home tap which are clipped and Font	Explain Orders of Clipboard and font Group in Home T	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
5	1T+1L	Define Home tap which are Paragr	Explain Orders of Paragrap Group in Home Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
6	1T+1L	Define Home tap which are Style Group	Explain Orders of Style Group in Home Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
7	1T+1L	Define Insert tap in Microsoft Word 2010	Explain Orders of Insert T	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
8	1T+1L	Understand the basic concepts of Groups Orders in Insert Tap	Explain Orders of Insert Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
9	1T+1L	Define Insert tap which are Table Group	Explain Orders of Table Groups		

10	1T+1L	Define Insert tap which are Graphical explanation Group	Explain Orders of Graphical Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
11	1T+1L	Understand the basic concepts of Groups Orders in Page Layout Tap	Explain Orders of Page Layout Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
12	1T+1L	Understand the basic concepts of Groups Orders in Design Tap	Explain Orders of Design Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
13	1T+1L	Understand the basic concepts of Groups Orders in Mail Merge Tap	Explain Orders of Mail Me Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
14	1T+1L	Tutorial and Review of the course material		-Lectures. - seminars. -Lab trainin	Quizzes, students' participation in the lecture, &Practical evaluation .

11.Course Evaluation

Evaluation				Score standard
Formative		**Summative**		-Excellent (90-100) -Very Good (80-less than 90) -Good (70-less than 80) -Fair (60-less than 70) -Acceptable (50-less than 60) - Fail (less than 50)
Scores	**Evaluation methods**	**Scores**	**Evaluation methods**	
4%	Daily Quizzes	10%	First-Mid-term theoretical exam	
2%	Seminars	10%	Second-midterm exam	
2%	Reports	10%	Mid-term-practical evaluation	
2%	Participation	60%	Final practical exam	
10%		90%		

12.Learning and Teaching Resources

Required textbooks (curricular books, if any)	1- اساسيات الحاسوب و تطبيقاته المكتبية الجزء الثاني/وزارة التعليم العالي و البحث العلمي – ا.م.زياد محمد عبود و اخرون2010 -مايكروسوفت وورد – اكسل 2010 – محمد عبد عطية السراج
Main references (sources)	Bignning Microsoft Word 2010, By T.y Anderson, Guy Hart-Davi.
Recommended books and references (scientific journals, reports...)	ج الحاسوب
Electronic References, Websites	-تقنيات الحواسيب في العصر الحديث