Academic Program Specification Form For The Academic

Universitiy: *University of Thi-Qar*

College : *Bussiness and Economics*

Number Of Departments In The College

: Date Of Form Completion :

Head of Departement
Dr. Abbas Q. Atiyah

Hayder. A. Radhi

Dean's Name Date :

Dean's Assistant
For Scientific
Affairs

The College Quality
Assurance And
University
Performance
Manager

Sadq zwer Lglag

Signature

Date :   /   /
Signature

Date :   /   / Signature

Dr. Asahu y naser

Quality Assurance And University Performance
Manager Date :   /   /
Signature

TEMPLATE FOR PROGRAMME SPECIFICATION

HIGHEREDUCATIONPERFORMANCEREVIEW:PROGRAMMEREVIEW

PROGRAMME SPECIFICATION

ThisProgrammeSpecificationprovidesaconcisesummaryofthemainfeaturesoftheprogrammeandthelearningoutcomesthatatypicalstudentmightreasonablybeexpectedtoachieveanddemonstrateifhe/shetakesfulladvantageofthelearningopportunitiesthatareprovided.Itissupportedbyaspecificationforeachcoursethatcontributestotheprogramme.

1. Teaching Institution	Thi Qar University - College of Administration and Economics
2. University Department/Centre	Department of Financial and Banking Sciences
3. Course title/code	Computer skills
4. Modes of Attendance offered	electronic classes+ attendance lectures (practical)
5. Semester/Year	Second semester/2021-2022
6. Number of hours tuition (total)	60 Hours
7. Date of production/revision of this specification	1/4/2022

8. Aims of the Programme

1- Providing the student with a knowledge skill about the concept and specifications of the computer and its applications, which enables the student to establish and manage an industrial or service project and use the computer with its applications in this, in addition to enabling him to plan projects using those skills he needs in this process.

2- 2- Breaking the barrier of fear and dread of this device among some students and ashamed of not knowing its use in front of their other colleagues.

3- 3- The student has the ability to use and manage the computer and its office programs in his academic and career life in the future

9. Learning Outcomes, Teaching, Learning and Assessment Methods
A. Cognitive Goals A1- The student learns about the components of a computer and what is the importance of this device at the present time. A2- The student will be familiar with the concept and nature of computer uses. A3- To identify the types of programs and what is the difference between them, whether they are boot programs, office programs or drivers. A4- Introduce the student to what office programs are and what is their importance, especially the word processor program Microsoft Word.
B. The skills goals special to the programme B1- The student knows how to use the computer and employ it as needed B2- The ability to use ready-made applications and software systems, especially (Microsoft word). B3 - Keeping pace with the rapid development in the field of computer science.
Teaching and Learning Methods
1- The method of giving lectures regarding the theoretical framework of the subject. 2- The method of explanation, interpretation and linking. 3- Interactive lectures 4- Assigning duties to the student 5- Daily exams 6- Asking questions. 7- Recording the lecture using Google Meet and downloading it for students in the class to benefit from it later in the review process, or for those who were unable to join the electronic lecture due to poor internet or power outages. Develop and enhance the thinking skill according to the student's ability and move him to a higher level of thinking.
Assessment methods
1- Semester and final exams (theoretical and practical). 2- Interaction in the lecture 3- Attendance. 4- Commitment and discipline within the electronic class
C. Affective and value goals C1-Develop and enhance the thinking skill according to the student's ability and move him to a higher level of thinking.

Teaching and Learning Methods.

C2- Attention: Arousing the students' attention by executing the orders and directives of the practical side on the display screen and asking questions related to the presented material.

C3- Response: Follow up on the student's response and interaction with the material that is theoretically explained and displayed on the screen.

C4-Developing and strengthening the critical thinking strategy in learning.

C5- Breaking the barrier of fear and dread of this device among some students and ashamed of not knowing its use in front of their other colleagues.

Assessment methods

1-Active participation in the classroom is evidence of student commitment and responsibility.

2- The quarterly and final exams are about the commitment and cognitive and skill achievement of the student.

D. General and Transferable Skills (other skills relevant to employability and personal development)

D1. Develop the student's ability to deal with technical means.

D 2- Team work

D3 - Developing the student's ability to deal with the means of the Internet, especially in his field of study at the present time, in terms of searching for sources and watching YouTube sites, which facilitates his understanding of many topics.

D4 - Develop the student's ability to dialogue and discussion.

Teaching and Learning Methods
Encouragement to ask questions

Assessment Methods
Put mark for each contribution

11. Programme Structure

Level/Year	Course or Module Code	Course or Module Title	Credit Hours	
			Practical	Theoretical
first stage		computer basics	2	2
first stage		computer components	2	2
first stage		Operating System	2	2
first stage		Introduction to the operating system	2	2
first stage		Windows 7 installation requirements	2	2
first stage		Desktop Components	2	2
first stage		Taskbar	2	2

first stage		Folders and files	2	2
first stage		Internet basics	2	2
first stage		Microsoft Office Word word processor	2	2
first stage		Operation and interface of the program	2	2
first stage		File tab (save, save as, open, close, options)	2	2
first stage		Insert tab (pages, tables, illustrations)	2	2
first stage		Picture Tools tab, Page Layout tab)	2	2

13. Personal Development Planning
By accessing modern scientific sources and using the international information network that helps the professor to know everything that is modern and renewed in the world, and therefore the professor has the right to add or delete 20% of the curriculum.

14. Admission criteria .

15. Key sources of information about the programme
1-different in the field of computer. 2- Scientific journals in computer specializations. 3-Computer-related websites