**نموذج وصف المقرر الخاص بمادة الحاسبات**

**وصف المقرر**

يوفر وصف المقرر هذا ايجازا مقتضيا لأهم خصائص المقرر ومخرجات التعلم المتوقعة من الطالب تحقيقها مبرهنا عما اذا كان قد حقق الاستفادة القصوى من فرص التعلم المتاحة.ولابد من الربط بينها وبين وصف البرنامج .

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| 1.المؤسسة التعليمية | جامعة الكوفة /كلية الادارة والاقتصاد |
| 2.القسم العلمي/المركز | السياحة |
| 3.اسم /رمز المقرر | الحاسبات |
| 4.اشكال الحضور المتاحة | جماعي |
| 5.الفصل/السنة | 2020 /2021 |
| 6.عدد الساعات الدراسية (الكلي) | 60ساعة /السنة |
| 7.تاريخ اعداد هذا الوصف | 2021 |
| 1- الاطلاع على تاريخ وانواع أجهزة الحاسوب ومكوناتها |
| 2-التعرف على برنامج تشغيل جهاز الحاسوب **(**Windows10) وطبيعة عمله وخصائصه |
| 3- دراسة البرنامج التطبيقي معالج النصوصWord من (Windows10) |
| 3- دراسة برنامج الجداول الإحصائية والرياضية Excelمن (Windows10) |
| 5-نبذة عن الانترنيت والشبكات ومحرك كوكل |
| 6- الاطلاع على البرنامج التطبيقي للعروض التقديمية من (Windows10) |
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| 10.مخرجات المقرر وطرائق التعليم والتعلم والتقييم  |
| أ-الاهداف المعرفيةأ1— تدريس الطلاب للعمل على أجهزة الحاسوبأ2-تعليم الطلاب برامج التشغبل(Windows10)التي تساعدهم في المستقبلأ3- مساعدة الطلاب على إدارة الجوانب الرقمية للمرافق والوجهات السياحية |
| ب- الأهداف المهاراتية الخاصة بالمقررب1—إكساب الطلاب مهارات تطبيقية للعمل على أجهزة الحاسوبأ2-تعليم الطلاب الجوانب التطبيقية لبرنامج التشغبل(Windows10)التي تساعدهم في المستقبلأ3-تهيأة الطلاب وجعلهم قادرين على اكتساب المقدرات الرقمية لادارة المرافق والوجهات السياحية |
| طرائق التعليم والتعلم |
| 1- المحاضرات 2-التقارير 3- الحلقات النقاشية |
| طرائق التقييم |
| 1-الامتحانات الشهرية التحريرية 2-الامتحانات الشفوية الواجبات البيتية |
| ج-الأهداف الوجدانية والقيمية 1- التسلسل المنطقي للافكار2-الموضوعية في المناقشات 3-التحليل المنطقي 4- العصف الذهني |
| طرائق التعليم والتعلم |
| 1- المحاضرات 2-التقارير 3- الحلقات النقاشية |
| طرائق التقييم |
| 1- التسلسل المنطقي للافكار2-الموضوعية في المناقشات 3-التحليل المنطقي 4- العصف الذهني |

د- المهارات العامة والتأهيلية المنقولة (المهارات الاخرى المتعلقة بقابلية التوظيف والتطور الشخصي).

د1-20

د2-10

د3-10

د4-5

د5 5

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| 11.بنية المقرر |
| الأسبوع | الساعات | مخرجات التعلمالمطلوبة | اسم الوحدة/اوالموضوع | طريقة التعليم | طريقة التقييم |
| 1 | 2 | تعلم ومعرفةوخبرة | مقدمة عن جهاز الحاسوب | **القاء محاضرة وعرض تقديمي** | **اسئلة شفهية يومي واسئلة تحريرية شهريا** |
| 2 | 2 | = = = | مقدمة عن برنامج التشغيل ويندوز 10 | **القاء محاضرة ومشاركة** | **= =** |
| 3 | 2 | = = = | برنامج التشغيل ويندوز 10/ سطح المكتب | القاء محاضرة ومشاركة | = =  |
| 4 | 2 | = = = | برنامج التشغيل ويندوز 10/ قائمة ابدأ | القاء محاضرة ومشاركة | = = |
| 5 | 2 | = = = | برنامج التشغيل ويندوز 10/ مهام أساسية | القاء محاضرة ومشاركة الطلاب | = = |
| 6 | 2 | = = = | برنامج التشغيل ويندوز 10/ لوحة التحكم  | القاء المحاضرة مع المشاركة | = = |
| 7 | 2 | = = = | برنامج التشغيل ويندوز 10/ سطح المكتب | القاء المحاضرة والمشاركة | = = |
| 8 | 2 | = = = | Microsoft Word 10/ مقدمة | محاضرة وتقارير الطلاب | = = |
| 9 | 2 | = = = | Microsoft Word 10/ الأشرطة والتبويبات | محاضرة ومشاركة | = = |
| 10 | 2 | = = = | Microsoft Word 10/ قوائم الاوامر | محاضرة ورسم توضيحي | = = |
| 11 | 2 | = = = | Microsoft Word 10/ انشاء مستند  | عرض ورسوم توضيحية وتمارين  | = = |
| 12 | 2 | = = = | Microsoft Word 10/ الجدول والصور | محاضرة ومشاركة الطلاب | = = |
| 13 | 2 | = = = | امتحان الفصل الاول |  |  |
| 14 | 2 | = = = | العطلة الربيعية |  |  |
| 15 | 2 | = = = | Excel 10/ المقدمة والواجهة الرئيسية | القاء محاضرة ونقاش | = = |
| 16 | 2 | = = = | Excel 10/ الأشرطة والتبويبات | القاء محاضرة وعرض | = = = |
| 17 | 2 | = = = | Excel 10/ التبويبات والاوامر | القاء محاضرة ومشاركة | = = |
| 18 | 2 | تعليم ومعرفة | Excel 10/ انشاء الجداول وتنسيقها | محاضرة وعرض توضيحي | اسئلة شفهية يوميا واسئلة تحريري شهريا |
| 19 | 2 | = = == | Excel 10/ الوظائف الاساسية | القاء محاضرة وحل التمارين | = = |
| 20 | 2 | = = = | Excel 10/ الوظائف الاساسية | مشاركة الطلاب ومناقشة | = = |
| 21 | 2 | = == = | Excel 10/ العمليات الحسابية والرياضية | القاء محاضرة ومناقشة  | = = |
| 22 | 2 | = = = | Internet/ المقدمة والتاريخ | القاء محاضرة وعرض تقديمي | = = |
| 23 | 2 | = = = | Internet/ المتطلبات والشبكات  | القاء محاضرة ومناقشة | = = |
| 24 | 2 | = = = | Internet/ محرك البحث Google | تحليل بالرسم البياني | = = |
| 25 | 2 | = = =  | PowerPoint 10/ مقدمة والواجهة | القاء محاضرة وعرض بياني | = = |
| 26 | 2 | = = = | PowerPoint 10/الأشرطة والتبويبات | القاء محاضرة | = = |
| 27 | 2 | = = = | PowerPoint 10/ قوائم الاوامر | القاء محاضرة ومشاركة | = = |
| 28 | 2 | = = = | PowerPoint 10/ خصائص الشرائح | القاء محاضرة مع التطبيق | = = |
| 29 | 2 | = = = | PowerPoint 10/ انشاء عرض تقديمي | القاء محاضرة ومشاركة | = = |
| 30 | 2 |  | امتحان الفصل الثاني |  |  |

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| 12.البنية التحتية |
| 1. الكتب المقررة المطلوبة
 | - |
| 1. المراجع الرئيسية (المصادر
 |  |
| أ-الكتب والمراجع التي يوصى بها (المجلات العلمية,التقارير,...) | **Lambert, Joan. *Windows 10 step by step*. Microsoft Press, 2021.** |
| ب- المراجع الالكترونية,مع الانترنيت | * تعلم مايكروسوفت اكسل 10 بالتطبيق
* نعلم برنامج PowerPoint 2010
* ***Windows 10***
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| 13.خطة تطوير المقرر الدراسي |
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Republic of Iraq

Ministry of Higher Education &Scientific Research

Supervision and Scientific Evaluation Directorate

Quality Assurance and Academic Accreditation

Academic program Specification Form For The Academic

KufaUniversitiy: Faculty of Management and Economics College:

TourismDepartment:

Date Of Form Completion:

Dean s Name Dean s Assistant For Head of Department

Scientitfic Affairs Date: / /

 Signature

Signature Date: / /

 Signature

Quality Assurance And University Performance Manager

Date: / /

Signature

**TEMPLATE FOR COURSE SPECIFICATION**

HIGHER EDUCATION PERFORMANCE REVIEW :PROGRAMME REVIEW

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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| Kufa university | 1.Teaching Institution |
| Tourism | 2.University Department/Centre |
| Computer | 3.Course title/code |
|  | 4.programme(s) to which it contributes |
| Group presence | 5.Modes of Attendance offered |
| Year | 6.Semester/Year |
| 60 hour in year | 7.Number of hours tuirion (total) |
| 2021 | 8.Dateof production/revision of this Specification |
| 9.Aims of the Course* Examine the history and types of computers and their components
* Learn about the computer driver (Windows 10) and the nature of its work and characteristics
* Study the word processor application program from (Windows 10)
* Study the Statistical and Mathematical Tables Program Excel (Windows 10)
* About the Internet, networks and the Google engine
* Learn about presentation software (Windows 10)
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| Curriculum Skills Map |
| Please tick in relevant boxes where individual Programme Learning Outcomes are being assessed  |
| Programme Learning Outcomes |  |
| **General and Transferable Skills (or)Other skills relevant to employability and personal development**  | **Thinking Skills** | **Subject –specific skills**  | **Knowledge and understanding**  | Core (C)Title or Option (O) | Course Title  | Course Code  | Year level  |
| **D4** | **D3** | **D2** | **D1** | **C4** | **C3** | **C2** | **C1** | **B4** | **B3** | **B2** | **B1** | **A4** | **A3** | **A2** | **A1** |  |  |  |  |
|  | √ | √ | √ |  | √ | √ | √ | √ | √ |  | √ |  | √ | √ | √ | option | Computer |  | first |
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| D. General and Transferable Skills ( other skills relevant to employability and personal development )D1.20D2.10D3.10D4.5D5.5 |
| Teaching and Learning Methods  |
| - Lectures. ReportsPanel discussions |
| Assessment Methods  |
| . Monthly written examinationsOral examinationsHomework |
|  | 11. programme Structure  |
| Bachelor Degree Requires (x) credits  | Credit rating  | Course or Module Title  | Course or Module Code  | Level Year  |
| Bachelor Degree Requires (x)credits | 50 | 25 | 25 | 100 |
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| 10.Learning Outcomes , Teaching Learning and Assessment Methods  |
| A .Knowledge and Understanding A- Cognitive goalsA1-Teaching students to work on computersA2- Teaching students operating software (Windows 10) that will help them in the futureA3-Helping students manage the digital aspects of tourist destinations and facilities |
| B .Subject –specific skills  |
| Teaching and Learning Methods  |
| - Lectures. ReportsPanel discussions |
| Assessment methods  |
| 1- The logical sequence of ideas 2- Objectivity in discussions 3- Logical analysis 4- Brainstorming |
| C. Thinking SkillsCB. The course's skills objectives.C1-Teaching students to work on computersC2- Teaching students operating software (Windows 10) that will help them in the futureC3-Helping students manage the digital aspects of tourist destinations and facilities |
| Teaching and Learning Methods |
| - Lectures. ReportsPanel discussions |
| Assessment methods |
| . Monthly written examinationsOral examinationsHomework |

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| 13.personal Development  |
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| 14.Adminission criteria. |
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| 15.Key sources of information about the programme |
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| D. General and Transferable Skills ( other skills relevant to employability and personal development )D1.20D2.10D3.10D.4 5D5 5 |

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| 11.Course Structure  |
| **Assessment Method** | **Teaching****Method** | **Unit Module****Topic Title** | **LLOs** | **Hours** | **Week** |
| Daily oral questions and monthly written questions | Giving a lecture and sharing with students | Introduction to the computer | Learn, know and experience | 2 | 1 |
| ==== | lecture and sharing with students | Introduction to Windows 10 Driver | * =============
 | 2 | 2 |
| == | lecture and sharing with students | Windows 10/Desktop Driver | ======= | 2 | 3 |
| == | lecture and sharing with students | Driver Windows 10 / Start Menu | ====== | 2 | 4 |
| === | lecture and sharing with students | Windows 10 Driver/Basic Tasks | ======= | 2 | 5 |
| == | lecture and sharing with students | Driver Windows 10/Control Panel | ===== | 2 | 6 |
| ==== | lecture and sharing with students | Windows 10/Desktop Driver | ==== | 2 | 7 |
| ==== | ===== | Microsoft Word 10/ Introduction | ======= | 2 | 8 |
| ==== | === | Microsoft Word 10/bars and tabs | ==== | 2 | 9 |
| == | ===== | Microsoft Word 10/ Command Lists | ==== | 2 | 10 |
| === | === | Microsoft Word 10/ Create a document | === | 2 | 11 |
| == | ====== | Microsoft Word 10/ Table and Pictures | ==== | 2 | 12 |
| === | ========= | first semester exam | === | 2 | 13 |
| === | ======= | spring break | ===== | 2 | 14 |
| ==== | ==== | Excel 10/ Introduction and Main Interface | ===== | 2 | 15 |
| ==== | ====== | Excel 10/bars and tabs | ===== | 2 | 16 |
| === | ==== | Excel 10/ Tabs and Commands | ====== | 2 | 17 |
| ==== | ====== | Excel 10/ Create and format tables | ====== | 2 | 18 |
| ==== | ======== | Excel 10/ Basic Functions | ===== | 2 | 19 |
| ==== | ------- | Excel 10/ Basic Functions | ====== | 2 | 20 |
| ==== | ====== | Excel 10/ Arithmetic and Mathematical Operations | ====== | 2 | 21 |
| ==== | ===== | Internet/ Introduction and History | ===== | 2 | 22 |
| === |  | Internet/ Requirements and Networks | ===== | 2 | 23 |
| ==== | ===== | Internet/ Google search engine | ======= | 2 | 2425 |
| === | ==== | PowerPoint 10/ Introduction and Interface | ====== | 2 | 26 |
| === | ==== | PowerPoint 10/bars and tabs | ===== | 2 | 27 |
| === | ===== | PowerPoint 10/ Command Lists | ====== | 2 | 28 |
| === | ===== | PowerPoint 10/ Slide Properties | ====== | 2 | 29 |
| === | ==== | PowerPoint 10/ Create a presentation | ====== | 2 | 30 |

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| 12.Infastructure  |
|  | Required reading -CORE TEYTS -COURSE MATERIALS -OTHER |
|  | Special requirements (include for example workshops , periodicals, IT software ,websites) |
|  | Community –based facilities include for example , guest Lectures, internship , field studies) |

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|  | 13.Admissions  |
|  | Pre-requisites  |
| 30 | Minimum number of students  |
| 45 | Maximum number of students  |

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TEMPLATE FOR PROGAMME SPECIFICATION

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| HIGHER EDUCATION PERFORMANCE REVIEW :PROGRAMME REVILEW |

PROGRAMME SPECIFICATION

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| This Programme Specification provides a concise summary of the main features of the programme 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 is supported by a specification for each course that contributes to the Programme.  |

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| KUFA UNIVERSITY | 1.Teaching Institution  |
| TOURISM | 2.University Department Centre |
|  | 3.Programme  |
| COMPUTER | 4.Title of Final Award  |
|  | 5.Modes of Attendance offered  |
|  | 6.Acceditation  |
|  | 7.Other external influences  |
| 2021 | 8.Date of production revision of this specification  |
| 9.Aims of the Programme. |
| 9.Aims of the Course1. Examine the history and types of computers and their components
2. Learn about the computer driver (Windows 10) and the nature of its work and characteristics
3. Study the word processor application program from (Windows 10)
4. Study the Statistical and Mathematical Tables Program Excel (Windows 10)
5. About the Internet, networks and the Google engine
6. Learn about presentation software (Windows 10)
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