

<b>Course Title:</b>
Computer Science II
<b>Course Code:</b>
WNR-12-05
<b>Semester/Year:</b>
First Stage / Second Semester
<b>Description Preparation Date:</b>
01/10/2024
<b>Available Attendance Modes:</b>
Live Lectures
<b>Total Credit Hours / Total Units:</b>
2 practical hours per week, total credit units (1)
<b>Course Coordinator:</b>
Name: Hussein Kadhim Hussein Email: Hussein.Ka@uowa.edu.iq
<b>Course Objectives</b>
<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify and differentiate between the interfaces and key tools of Microsoft Word, PowerPoint, and Excel.</li> <li>2. Apply formatting techniques for texts, tables, presentations, and use basic Excel formulas and charts effectively.</li> <li>3. Create well-organized documents, presentations, and spreadsheets using templates, animations, and graphical data representation.</li> <li>4. Demonstrate professionalism, accuracy, and teamwork in using Microsoft Office tools for workplace tasks.</li> <li>5. Develop patience and problem-solving skills in handling technical issues, appreciating the role of technology in enhancing productivity and communication.</li> </ol>
<b>Teaching Strategy</b>
<ul style="list-style-type: none"> <li>• Practical lectures</li> <li>• Discussions</li> <li>• Report</li> </ul>

Week	Hours	Learning Outcomes	Unit/Topic Name	Teaching Method	Assessment Method
1	2 Practical Hours	Get to know Word interface and its use	Introduction to Word and User Interface	Theoretical explanation + Practical demo	Oral and/or Practical test
2	2 Practical Hours	Ability to format texts (font,	Text Formatting (font,	Practical training	Assignments + Practical test

		alignment, spacing)	alignment, spacing)		
3	2 Practical Hours	Prepare official reports in formatted style	Preparing and formatting official reports	Theoretical explanation + Practical application	Submit official report as assignment
4	2 Practical Hours	Insert and format tables within the document	Insert and format tables	Practical training	Small project or practical exercise
5	2 Practical Hours	Insert images and media into documents	Insert images and media into documents	Applied explanation + Practical training	Practical evaluation on a document
6	2 Practical Hours	Use styles and headings to format the document	Use Styles and Headings	Explanation + Practical application	Practical test on document
7	2 Practical Hours	Create ready-made templates to facilitate work	Create and apply Templates	Practical demonstration + Application	Design a template as assignment
8	2 Practical Hours	Get to know PowerPoint interface and features	Introduction to PowerPoint and Program Interface	Theoretical explanation + Practical demo	Oral and/or Practical test
9	2 Practical Hours	Design slides and organize content	Slide design and content planning	Practical training	Presentation design project
10	2 Practical Hours	Add animation effects and transitions	Add animation effects and transitions	Applied explanation + Practical training	Practical evaluation on a presentation
11	2 Practical Hours	Insert multimedia such as images, audio, and video	Insert multimedia (images, audio, video)	Practical training	Multimedia presentation project
12	2 Practical Hours	Organize slides and prepare final presentation	Organize slides and prepare final presentation	Practical explanation + Training	Deliver practical presentation
13	2 Practical Hours	Basics of Excel, dealing with cells and tables	Dealing with cells and tables (input and formatting)	Theoretical explanation + Practical application	Practical test
14	2 Practical Hours	Use basic formulas and functions like SUM, AVERAGE, IF	Use basic formulas and functions	Practical training	Assignments + Practical test

15	2 Practical Hours	Create charts and analyze data	Create charts and data analysis	Practical training	Analytical project using charts
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Type	Percentage	Assessment Methods	Grade Scale
Formative	5%	Short quizzes	90-100 Excellent
	5%	Participation	80 - Less than 90 Very Good
Summative	10%	First Midterm Practical Exam	70 - Less than 80 Good
	10%	Second Midterm Practical Exam	60 - Less than 70 Acceptable
	70%	Final Practical Exam	50 - Less than 60 Pass
	10%		Less than 50 Fail

Learning and Teaching Resources	
<b>Required Textbooks:</b>	<input type="checkbox"/> Graham Brown, David Watson, <i>Cambridge Information Technology</i> , 3rd Edition (2020) <input type="checkbox"/> Alan Evans, Kendall Martin, Mary Anne Poatsy, <i>Technology In Action Complete</i> , 16th Edition (2020) <input type="checkbox"/> Ahmed Banafa, <i>Introduction to Artificial Intelligence (AI)</i> , 1st Edition (2024) <input type="checkbox"/> Curtis Frye & Lamb, <i>Microsoft Office 2019 Step by Step</i> <input type="checkbox"/> Dr. Adel Abdel Nour, <i>Introduction to the World of Artificial Intelligence</i> , 5th Edition
<b>Main References (Resources):</b>	<input type="checkbox"/> Windows 7 <input type="checkbox"/> Office 2010
<b>Recommended Books and References (Journals, Reports, etc.):</b>	<ul style="list-style-type: none"> <li>• Approved computer science books</li> <li>• Reports, scientific journals, and other academic source</li> </ul>
<b>Electronic References and Websites:</b>	<ul style="list-style-type: none"> <li>• <i>Introduction to Computer and Internet</i>, 5th Edition</li> <li>• Trusted websites and electronic scientific journals</li> <li>• Recommended electronic reference link:  <a href="https://www.kutub.info/library">https://www.kutub.info/library</a> </li> </ul>



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