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Course Description for General Computer Studies 2025–2026

Course Description Form

1.	Course name
computer	
2.	Course code
WLW-20-08	
3.	semester/year
2026-2025/ stage First	
4.	Description preparation date
2025/8/1	
5.	Available attendance forms
In-person - Annual	
6.	Number of study hours (total) / Number of units (total
One unit 60 hours	
7.	Course supervisor nameif more than one name is mentioned
the name : M.M. Mustafa Abbas Kazim Phone number: 07812046289 Email: Mustafa.ab@uowa.edu.iq	
8.	Course objectives

- : objectives
- Teaching the student to be familiar with the basic rules for dealing with and managing the computer to help him complete projects
- Printing, preparing statistics and graphs, creating presentations, and .designing engineering drawings
- The emergence of the Internet as a means of communication available to everyone has made it very necessary for the student to .learn how to use it
- The role of the Internet in many fields, including education, scientific .research, trade, and marketing
- .Electronic correspondence, web pages, and electronic conversation
- Uses of text editing and modification and learning the most important skills that benefit the student in his career

- **Cognitive objectives**
  - Computer program familiarization
  - Getting to know the Internet
  - Learn about the most important software developments
  - Learn about the most important artificial intelligence programs

- **: Skill objectives**
  - Use the operating system efficiently
  - Using Word and Excel
  - Use the Internet browser
  - Use of artificial intelligence programs

- **emotional goals**
  - Using technology to defend and support human rights

● Teaching and learning strategies	
Use of theoretical lectures, application through practical laboratory, visits to centers specialized in information technology , daily homework	Strategy

9.   Syllabus structure

Evaluation method	Learning method	Topic name	Required learning outcomes	watches	week
	Theoretical/Practical	General introduction to the course and its objectives	computer recognition	1	1
	Theoretical Practical/	Definition of computer and its importance	computer recognition	1	2
	Theoretical Practical/	hardware components	Identify parts	1	3
	Theoretical Practical/	software components	Identify parts	1	4
	Theoretical Practical/	Operating systems(Windows – Linux – macOS)	Systems Familiarization	1	5
	Theoretical Practical/	Office programs(Microsoft Office, Google Workspace)	Program introduction Basic	1	6
	Theoretical Practical/	Computer applications in daily life and education	Getting to know the application	1	7
	Theoretical Practical/	Review and test		1	8

	Theoretical Practical/	Introduction to the Internet and its history	Internet familiarization	1	9
	Theoretical Practical/	) Internet components servers ، protocolsIP)	Internet familiarization	1	10
	Theoretical Practical/	Internet browsing and search engines	Internet familiarization	1	11
	Theoretical Practical/	Information Security and Digital Safety	Internet familiarization	1	12
	Theoretical Practical/	Internet applications (email, cloud storage (	Internet familiarization	1	13
	Theoretical Practical/	Review and test		1	14
	Theoretical Practical/	Windows operating system	Operating syste	1	15
	Theoretical Practical/	Windows User Interface : Desktop	System Administration	1	16
	Theoretical Practical/	Taskbar, Start Menu	System Administration	1	17
	Theoretical Practical/	Manage files and folders: create, rename, copy, move, delete	System Administration	1	18
	Theoretical Practical/	System settings: Language, Time, Notifications	System Administration	1	19
	Theoretical Practical/	Installing and removing programs	System Administration	1	20
	Theoretical Practical/	User and Password Management – Privacy Settings	System Administration	1	21
	Theoretical Practical/	Keyboard shortcuts	System Administration	1	22
	Theoretical Practical/	Task Manager, Device Manager, Event Viewer	System Administration	1	23
	Theoretical Practical/	Network and Internet Connection Meters	System Administration	1	24
	Theoretical Practical/	Introduction to Artificial Intelligence and Its History	artificial intelliger	1	25
	Theoretical Practical/	Applications of artificial intelligence in daily life	Application knowledge	1	26
	Theoretical Practical/	Artificial Intelligence in Education and Law	Its importance i education	1	27
	Theoretical Practical/	The ethical and legal aspects of artificial intelligence	Ethics of Intelligence	1	28
	Theoretical Practical/	review		1	29
	practical	practical control		1	30
10.	Course Evaluation				

The grade is distributed out of 100 based on the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc. For the Faculty of Law - Warith Al-Anbiya University 20 marks for oral exams (daily or monthly exams , homework, quizzes, attendance, etc.) 30 mid-year exams 50 end-of-year exams	
11. Learning resources	
Required Textbooks: Computer Basics and Office Applications Part Two/2010 Microsoft Office Ministry of Higher Education and Scientific Research A.M. Ziad Muhammad Abboud, A.Ghass Hamid Abdul Majeed, Dr. Mustafa Diaa Hasani	Required textbooks (methodology if available)
Microsoft PowerPoint 2010 Step Step(448 pages; Print)	Main references (sources)
ISBN: 978-0-7356-2691-1), by Joyce Cox and Joan Lambert, Beginning Microsoft Word 2010, by Ty Anderson, Guy Hart-Davis	Supporting books and references (scientific journals, reports, etc.)
	Electronic references, websites