Knowledge UNIVERSITY	Kurdistan Region – Iraq Ministry of Higher Education and Scientific Research Knowledge University	

MODULE DESCRIPTOR FORM

Module Information			
Course Module Title	**MS Office Applications**		
ناونیشانی مۆدیول			
عنوان الوحدة	**تطبيقات حاسوبية**		
Course Module Type	**Core/Elective**	**Module Code**	**ML206**
ECTS Credits	**4**	**Module Level**	**first**
Semester of Delivery	**Semester 2 2022-2023**	**Dept. Code**	**DMLS**
College (Code)	**CSCN**		
Module Website (CMW)	**Knu.edu.iq/sms**		
Module Leader (ML)	**Yousif Sufyan Jghef**	**e-mail**	Yousif.jghef@knu.edu.iq
ML Acad. Title	Assistant Lecturer	**Qualification**	**MSc**
ML ORCID	https://orcid.org/my-orcid?orcid=0000-0001-8550-5152		
ML Google Scholar Acc.	https://scholar.google.com/citations?view_op=list_works&hl=en&user=Z6ggIc4AAAAJ		
Peer Review Name	**Saifuldeen H Abdulrahman**	**e-mail**	Saif.abdulrahman@knu.edu.iq
Reviewer Committee Approval	**25/03/2023**	**Version Number**	**1.0**

Relation With Other Modules

Pre-requisites	N/A
Co-requisites	N/A
Module Aims, Learning Outcomes, and Indicative Contents	
Module Aims	This module covers the basic concepts of information technology including: computer Classification and Applications, Computer Components, Computer Input and Outputs, Numbering Systems, Operating Systems, Telecommunications and Networks, and Information Systems. The practical part covers the curriculum of ICDL.
Module Learning Outcomes	By the end of the course, students will be able to perform the following functions: 1. Describe various types of Input and Output Devices. 2. Describe the functions of an operating system. 3. Describe various types of Internet and network attacks, and identify ways to safeguard against these attacks. 4. Describe the various network communications standards. 5. Describe file maintenance techniques and validation techniques. 6. Describe the various tools used in process modeling
Indicative Contents	This module covers a wide range of topics including Typing Skills, Working with Microsoft Office, Input and Output Devices, Operating systems, Computer Security and Safety, Communications and Networks, Database management, and Information Systems Development.
Learning and Teaching Strategies	
Strategies	The major strategy for presenting this module will be to encourage students to participate in the tasks while also improving and expanding their critical thinking abilities. This will be accomplished through courses, interactive exercises and tutorials, real-life examples, and consideration of the types of basic experiments and activities that students enjoy.

Module Delivery	
Structured workload (h/w)	2h/w
Unstructured workload (h/w)	8.8h/w
Total workload (h/w)	10.8h/w

Module Evaluation				
	Number/Time	**Weight (Marks)**	**Week Due**	**Relevant Learning Outcome**
Quizzes	1 or 2	5% (5)	5 or 10	
Assignments	1	5% (5)	At the start	
Project/Lab.	1	10% (10)	Continuous	
Midterm Exam	1hr	20% (20) / 10% (10)	8	
Final Exam	3 hr	60%	15	

Total	100% (100 Marks)

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	Information Technology an Introduction for Today's Digital World: by Richard Fox	No, it is available online
Recommended Texts	Essential Computer Skills for IT (2019)	No, it is available online
Websites	http://infolab.stanford.edu/~ullman/dscb.html	

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	**Input and Output**
Week 2	**Storage**
Week 3	**Operating System**
Week 4	**Computer Security and Safety**
Week 5	**Communications and Network**
Week 6	**Database Management**
Week 7	**Information System Development**
Week 8	**Mid-Term Exam**
Week 9	**Enterprise Computing**
Week 10	**File Management**
Week 11	**Storage and Compression**
Week 12	**Prepare Output Presentation**

Week 13	**Formulas and Functions**
Week 14	**Troubleshooting & Simple solutions to common problems**
Week 15	**Final Exam**

APPENDIX:

KNOWLEDGE UNIVERSITY					
GRADING SCHEME					
Group	**ECTS Grade**	**% of Marks**	**Definition**	**IRQ System**	**GPA**
Success Group (50-100)	**A -** Excellent	Best 10%	Outstanding Performance	90-100	**5**
	B - Very Good	Next 25%	Above average with some errors	80-89	**4**
	C - Good	Next 30%	Sound work with notable errors	70- 79	**3**
	D - Satisfactory	Next 25%	Fair but with major shortcomings	60-69	**2**
	E - Sufficient	Next 10%	Work meets minimum criteria	50-59	**1**
Fail Group (0–49)	**FX –** Fail	(45-49)	More work required but credit awarded	40-49	
	F – Fail	(0-44)	Considerable amount of work required	0-44	

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. KNU has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.