

1. Program Description				
Year/Level	Course Code	Course Name	Credit Hours	
2024-2025/ second	2		theoretic al	practical
		Computer Applications 2	1	2

2. Expected learning outcomes of the program	
Knowledge	
Learning Outcomes 1	Learning Outcomes Statement 1
Skills	
Learning Outcomes 2	Learning Outcomes Statement 2
Learning Outcomes 3	Learning Outcomes Statement 3
Ethics	
Learning Outcomes 4	Learning Outcomes Statement 4
Learning Outcomes 5	Learning Outcomes Statement 5

3. Teaching and Learning Strategies
Three different teaching strategies are employed in this course, all these strategies are suitable for medical learning 1- Behaviorism: This focuses on observing the measurable behaviors of the student after filling his memory with information and seeding his confidence by eliciting positive feedback and encouragement, rewarding him, or just recognizing him as intelligent. 2- Constructivism: this type of education focuses on encouraging the students to participate in the work or discussions and to add their points of view to solve problems. This type of education is

suitable for medical and practical sciences students, particularly in laboratory work, as students can aggregate into small groups, perform experiments, and exchange their experiences (or what they have learned). At the same time, the teacher observes the discussion between the students and intervenes only in case there is a wrong idea or misunderstood.

Humanism: This type of education relies on the idea that everyone has inherent capabilities that can be estimated by providing good environments for those capabilities to appear. The teacher's role in this type of education is to trigger the student's self-actualization.

4. Evaluation methods

- 1- Open discussion
- 2- Pre-test (direct questions at the beginning of the lectures)
- 3- Activities (brain storming)
- 4- Post -test (written)
- 5- Weekly quizzes
- 6-Monthly examinations

5. Faculty

Faculty Members

Academic Rank	Specialization	Special Requirements/Skills (if applicable)	Number of the teaching staff

	General	Special			Staff	Lecturer

Professional Development

Mentoring new faculty members

Briefly describes the process used to mentor new, visiting, full-time, and part-time faculty at the institution and department level.

Professional development of faculty members

Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

6. Acceptance Criterion

(Setting regulations related to enrollment in the college or institute, whether central admission or others)

7. The most important sources of information about the program

State briefly the sources of information about the program.

8. Program Development Plan

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
2024-2025/ second	2	Computer Applications 2	optional		√				√				√		

- Please tick the boxes corresponding to the individual program learning outcomes under evaluation.

Course Description Form

1. Course Name:					
Computer Applications 2					
2. Course Code:					

3. Semester / Year:					
second /2024-2025					
4. Description Preparation Date:					
26/1/2025					
5. Available Attendance Forms:					
lecture in the classroom and lab					
6. Number of Credit Hours (Total) / Number of Units (Total)					
1 hours per week in total 15 hours per course / 3 units					
7. Course administrator's name (mention all, if more than one name)					
Name:					
Email:					
8. Course Objectives					
Course Objectives				The student must be able to use a computer, be familiar with its use, and understand how to use its software.	
9. Teaching and Learning Strategies					
Strategy	Delivering the lecture using PowerPoint Continuous discussion through asking questions and answers in the hall and motivating the student to think independently and thus learn independently. Using innovative educational methods such as the smart board and educational presentations that bring the material closer to the student's mind.				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
first	2	Understand and apply lecture	لآت الشاشة الرئيسية لسطح المكتب مفهومي الأيقونة - Ico ب التعامل مع فعاليات الفأرة - أهمية	The lecture	Daily, quarterly and annual test

			Task Bar ومكونات شريط المهام البرامج - Start الاستفادة من المهام المحملة - الخروج من النظام Shut Down وإطفاء الحاسبة		
second	2	Understand and apply lecture	النافذة لأي برنامج والتعرف على التيها الرئيسية - التعامل مع أيقونات (My Computer) سطح المكتب مثل My Documents - Recycle Bin	The lecture	Daily, quarterly and annual test
third	2	Understand and apply lecture	My Computer التعرف على مكونات حيث الأقراص - المجلدات والملف - التعامل مع - تهيئة الأقراص المرنة - المجلدات والملفات - الاستفادة من الوصلق ومعرفة خصائص الأقراص مجلدات والملفات - التعامل مع سلة ملاات وكيفية حذف الملفات واسترجاعها خلال ما توفره سلة المهملات في هذا الجانب .	The lecture	Daily, quarterly and annual test
Fourth	2	Understand and apply lecture	My Computer التعرف على مكونات حيث الأقراص - المجلدات والملف - التعامل مع - تهيئة الأقراص المرنة - المجلدات والملفات - الاستفادة من الوصلق ومعرفة خصائص الأقراص مجلدات والملفات - التعامل مع سلة ملاات وكيفية حذف الملفات واسترجاعها خلال ما توفره سلة المهملات في هذا الجانب .	The lecture	Daily, quarterly and annual test
Fifth	2	Understand and apply lecture	نافذة من برامج لوحة السيطرة Mc مثل أيقونة Control Panel تغيير خلفية سطح Display وأيقونة ب والتحكم في حافظ الشاشة وتغيير مظهر قوائم النوافذ وألوانها - أيقونة - Remove program وحذف البرامج .	The lecture	Daily, quarterly and annual test
Sixth	2	Understand and apply lecture	نافذة من برامج لوحة السيطرة Mc مثل أيقونة Control Panel تغيير خلفية سطح Display وأيقونة ب والتحكم في حافظ الشاشة وتغيير مظهر قوائم النوافذ وألوانها - أيقونة - Remove program وحذف البرامج .	The lecture	Daily, quarterly and annual test
Seventh	2	Understand and apply lecture	تفيذ البرامج Run الاستفادة من خيار مباشر وكذلك التحول إلى إشارة نظام التعامل مع أوامره MS-DOS التشغيل	The lecture	Daily, quarterly and annual test
Eighth	2	Understand and apply lecture	استخدام برامج التسلية مثل Wind في تشغيل الأفلام media player	The lecture	Daily, quarterly and annual test
Ninth	2	Understand and apply lecture	نافذة من البرامج الإضافية الآلة الحاسبة Accessories Calculator .	The lecture	Daily, quarterly and annual test
tenth	2	Understand and apply lecture	Paint التعامل مع برنامج الرسم ط واسترجاع الرسوم من خلال الأوامر التي يوفرها .	The lecture	Daily, quarterly and annual test
eleven	2	Understand and apply lecture	Note التعامل مع نافذة الملاحظات كتابة النصوص وحفظها WordPad و رجاعها وطباعتها وتغيير نمط طباعتها وتنسيقها .	The lecture	Daily, quarterly and annual test

twelve	2	Understand and apply lecture	Note التعامل مع نافذة الملاحظات كتابة النصوص وحفظها WordPad و رجاعها وطباعتها وتغيير نمط طباعتها وتنسيقها .	The lecture	Daily, quarterly and annual test
thirteen	2	Understand and apply lecture	ف على كيفية الحصول على المساعدة وأساليبها المختلفة Help	The lecture	Daily, quarterly and annual test
Fourteen	2	Understand and apply lecture	Comp مفهوم فيروس الحاسبات . الإصابة - أنواعها : Viruses . لجتها والتعامل معها من خلال البرامج وفرة ضمن Anti-Viruses المضادة Windows. بيئة نظام التشغيل	The lecture	Daily, quarterly and annual test
fifteen	2	Understand and apply lecture	Comp مفهوم فيروس الحاسبات . الإصابة - أنواعها : Viruses . لجتها والتعامل معها من خلال البرامج وفرة ضمن Anti-Viruses المضادة Windows. بيئة نظام التشغيل	The lecture	Daily, quarterly and annual test

11. Course Evaluation

20 marks (theoretical exam)+20marks(practical exam)+10 marks(daily activity and quizzes) +50 marks final examination (40 theoretical and 10 practical) the total is 100

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Microsoft Office 2010: Introductory
Main references (sources)	بحث شامل في الهادوير- ابراهيم عبدالقني كوزو Computer Saksharta Mission – Rajeev Gandhi Youth
Recommended books and references (scientific journals, reports...)	<u>Using Microsoft Office Project 2003</u>
Electronic References, Websites	<u>Learn Microsoft Office 2019: A Comprehensive Guide to Getting Started with Word, PowerPoint, Excel, Access, and Outlook</u>

