TEMPLATE FOR PROGRAMME SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

PROGRAMME SPECIFICATION

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.

1. Teaching Institution	University of Baghdad/ College of Political Science
2. University Department/Centre	branch of political thought
3. Programme Title	Computer Fundamentals UOB101
4. Title of Final Award	Bsc of Political Science
5. Modes of Attendance offered	weekly
6. Accreditation	courses
7. Other external influences	Curriculum book, internet, e-learning
8. Date of production/revision of this specification	2020/2021
9. Aims of the Programme	
Teaching students the basics of the computer and how to use it in scientific ways and preserve the data and information in it for the purpose of preparing users who are able to use the computer optimally after the computer has entered most of the requirements of human life and the use of the computer has entered all sciences and other disciplines and in the achievement of scientific research.	

10. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Cognitive goals

A1. Providing the student with theoretical, practical and applied knowledge in the subject of computer basics

A2. Introducing computer parts and how they work

A3. Training on device use and data preservation

A4. Use programs that benefit the user according to the field of specialization 1

B. The skills goals special to the programme .

B1. Teaching the student to develop and develop creative and innovative thinking skills in the field of specialization using the computer

B2. Training on using the device using scientific methods

B3.

Teaching and Learning Methods

Short and long lectures to assimilate the scientific material

Group discussions

Classwork assignments

Video, audio and recorded lectures displayed on the Google Classroom platform

Writing papers and scientific reports about the subject in the electronic class

Assessment methods

Exams of all kinds (paper + electronic) daily + monthly + quarterly

- Participation, attendance and interaction

Academic reports and other activities such as homework

C. Affective and value goals

C1. Enhancing the student's self-confidence, abilities, specialization and himself

C2. Desire to work after graduation in the field of specialization

C3. Strengthening work and cooperation in a team spirit

C4. Develop students' skills to use advanced electronic devices

Teaching and Learning Methods

Short and long lectures to assimilate the scientific material

Group discussions

Classwork assignments

Video, audio and recorded lectures displayed on the Google Classroom platform

Writing papers and scientific reports about the subject in the electronic class

Assessment methods

Exams of all kinds (paper + electronic) daily + monthly + quarterly
- Participation, attendance and interaction
Academic reports and other activities such as homework

D. General and Transferable Skills (other skills relevant to employability and personal development)
D1. verbal communication and Written communication
D2. Teamwork
D3. Analysis and verification
D4. Planning and Organizing
D5. Flexibility
D6. time management
D7. Initiative and motivation at work
D8. Advocacy and advocacy of scientific and professional purely.

11. Programme Structure

Level/Year	Course or Module Code/ week	Course or Module Title	Credit Hours	
			Practical	Theoretical
First grade	1	General introduction		1
First grade	2	Computer Evolution and the Evolution of Computer Generations		1
First grade	3	electronic computer data and information		1
First grade	4	Computer Features areas of computer use		1
First grade	5	Computer's components types of computers		1
First grade	6	Classification of computers according to purpose, size, and performance		1
First grade	7	Classification of computers according to the type of data entered and		1

		according to operating systems		
First grade	8	Review class questions and test		1
First grade	9	Computer's components The physical parts of a computer		1
First grade	10	input devices output devices		1
First grade	11	computer box		1
First grade	12	software entity computer setup systems		1
First grade	13	PC computer platform		1
First grade	14	Factors to consider when buying a computer Main Features of PC		1
First grade	15	General review and test		1

13. Personal Development Planning
- Communicate with professors in the branch and the corresponding colleges to submit proposals for developing and updating the course to the Scientific Committee and the Curriculum Modernization Committee in the Political Thought Branch.
14. Admission criteria .
>50
15. Key sources of information about the programme
1- Textbooks required for computer basics and its office applications / a. Dr.. Ghassan Hamid and others, a book issued by the Ministry of Higher Education and Scientific Research 2- Main references (sources) computer and internet basics 2010 d. Ziad Mohammed Microsoft Corporation website a) Recommended books and references (scientific journals, reports,.....) IC3 test writer B) Electronic references, Internet sites, ... Scientific reports and electronic references uploaded on spider web sites

Curriculum Skills Map																			
please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed																			
				Programme Learning Outcomes															
Year / Level	Course Code	Course Title	Core (C) Title or Option (O)	Knowledge and understanding				Subject-specific skills				Thinking Skills				General and Transferable Skills (or) Other skills relevant to employability and personal development			
				A1	**A2**	**A3**	**A4**	**B1**	**B2**	**B3**	**B4**	**C1**	**C2**	**C3**	**C4**	**D1**	**D2**	**D3**	**D4**

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.

1. Teaching Institution	University of Baghdad/College of Political Science
2. University Department/Centre	branch of political thought
3. Course title/code	Computer Fundamentals UOB101
4. Modes of Attendance offered	Weekly
5. Semester/Year	Courses
6. Number of hours tuition (total)	64
7. Date of production/revision of this specification	5\10\2022
8. Aims of the Course	
It aims to become familiar with the theories and methods of academic scientific research in political thought, political systems, governments and international relations It aims to explain the scientific definitions and topics of academic political research as a modern science, in addition to a statement of the goals To clarify the goals of academic political research by clarifying the methods of political scientific research and how to use them in writing and authorship Learn about the most important conditions that must be met in academic scientific research, as well as a statement of the standards and specifications of good scientific research Standards and specifications for good scientific research and standards for a good scientific researcher	

9· Learning Outcomes, Teaching ,Learning and Assessment Methode

A1. Providing the student with theoretical, practical and applied knowledge in the subject of computer basics
A2. Introducing computer parts and how they work
A3. Training on device use and data preservation
A4. Use programs that benefit the user according to the field of specialization

B. The skills goals special to the course.
B1. Teaching the student to develop and develop creative and innovative thinking skills in the field of specialization using the computer
B2. Training on using the device using scientific methods

Teaching and Learning Methods

Short and long lectures to assimilate the scientific material
Group discussions
Classwork assignments
Video, audio and recorded lectures displayed on the Google Classroom platform
Writing papers and scientific reports about the subject in the electronic class

Assessment methods

Exams of all kinds (paper + electronic) daily + monthly + quarterly
- Participation, attendance and interaction
Academic reports and other activities such as homework

C. Affective and value goals C1.
C1. Enhancing the student's self-confidence, abilities, specialization and himself
C2. Desire to work after graduation in the field of specialization
C3. Strengthening work and cooperation in a team spirit
C4. Develop students' skills to use advanced electronic devices.

Teaching and Learning Methods

Short and long lectures to assimilate the scientific material
Group discussions
Classwork assignments
Video, audio and recorded lectures displayed on the Google Classroom platform
Writing papers and scientific reports about the subject in the electronic class

Assessment methods
Exams of all kinds (paper + electronic) daily + monthly + quarterly - Participation, attendance and interaction Academic reports and other activities such as homework

D. General and rehabilitative transferred skills(other skills relevant to employability and personal development)

D1. verbal communication and Written communication
D2. Teamwork
D3. Analysis and verification
D4. Planning and Organizing
D5. Flexibility
D6. time management
D7. Initiative and motivation at work
D8. Advocacy and advocacy of scientific and professional purely.

10. Course Structure

Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
the first	1	General introduction	General introduction	electronic class lecture	Test through discussion and interaction
The second	1	Computer Evolution and the Evolution of Computer Generations	Computer Evolution and the Evolution of Computer Generations	electronic class lecture	Test through discussion and interaction
the third	1	electronic computer data and information	electronic computer data and information	electronic class lecture	Test through discussion and interaction
the fourth	1	Computer Features areas of computer use	Computer Features areas of computer use	electronic class lecture	Test through discussion and interaction
The Fifth	1	Computer's components types of	Computer's components types of computers	electronic class lecture	Test through discussion and interaction

		computers			
the sixth	1	Classification of computers according to purpose, size, and performance	Classification of computers according to purpose, size, and performance	electronic class lecture	Test through discussion and interaction
The seventh	1	Classification of computers according to the type of data entered and according to operating systems	Classification of computers according to the type of data entered and according to operating systems	electronic class lecture	Test through discussion and interaction
8th	1	Review class questions and test	Review class questions and test	electronic class lecture	Test through discussion and interaction
9th	1	Computer's components The physical parts of a computer	Computer's components The physical parts of a computer	electronic class lecture	Test through discussion and interaction
10th	1	input devices output devices	input devices output devices	electronic class lecture	Test through discussion and interaction
11th	1	computer box	computer box	electronic class lecture	Test through discussion and interaction
12th	1	software entity	software entity computer setup	electronic class lecture	Test through discussion and interaction

		computer setup systems	systems		
13th	1	PC computer platform	PC computer platform	electronic class lecture	Test through discussion and interaction
14th	1	Factors to consider when buying a computer Main Features of PC	Factors to consider when buying a computer Main Features of PC	electronic class lecture	Test through discussion and interaction
15th	1	General review and test	General review and test	electronic class lecture	Test through discussion and interaction

11. Infrastructure	
1. Books Required reading:	Computer basics and office applications / a. Dr.. Ghassan Hamid and others, a book issued by the Ministry of Higher Education and Scientific Research
2. Main references (sources)	Computer and Internet basics 2010 d. Ziad Mohammed Microsoft Corporation website
A- Recommended books and references (scientific journals, reports…).	IC3 Exam Book
B-Electronic references, Internet sites…	Scientific reports and electronic references uploaded to the spider web sites

12. The development of the curriculum plan
- Communicate with professors in the branch and the corresponding colleges to submit proposals for developing and updating the course to the Scientific Committee and the Curriculum Update Committee in the Political Thought Branch