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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
Second Phase / 2026-2025
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 name (if more than one name is mentioned)
the name : M.M. Mustafa Abbas Kazim
Phone number: 07812046289
: Email <a href="mailto:Mustafa.ab@uowa.edu.iq">Mustafa.ab@uowa.edu.iq</a>
8. Course objectives
<ul style="list-style-type: none"><li>• : objectives</li><li>• Teaching the student to be familiar with the basic rules for dealing with and managing the computer to help him complete projects</li><li>• Printing, preparing statistics and graphs, creating presentations, and .designing engineering drawings</li><li>• 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</li><li>• The role of the Internet in many fields, including education, scientific .research, trade, and marketing</li><li>• .Electronic correspondence, web pages, and electronic conversation</li><li>• Uses of text editing and modification and learning the most important skills that benefit the student in his career</li></ul>



- **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

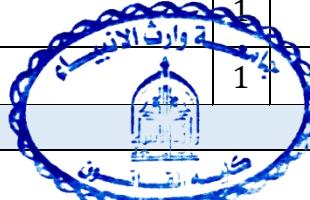
## 9. Syllabus structure

Evaluation method	Learning method	Topic name	Required learning outcomes	watc hes	week
	Theoretical/Practical	Introduction toWord	Get to know the program	1	1
	Theoretical Practical/	User Interface and Operating Basics	Using the program	1	2
	Theoretical Practical/	Create a new document – saving and formatting	Using the program	1	3
	Theoretical Practical/	Font and paragraph formatting (size, color, alignment)	Using the program	1	4
	Theoretical Practical/	Insert images, tables, and symbols	Using the program	1	5
	Theoretical Practical/	Using bulleted and numbered lists	Using the program	1	6
	Theoretical Practical/	Adjust margins, page layout, and printing	Using the program	1	7
	Theoretical Practical/	Use spelling and grammar checking tools	Using the program	1	8



	Theoretical Practical/	Insert headers , footers , and page counts	Using the program	1	9
	Theoretical Practical/	UsingStyles and Formatting the Document	Using the program	1	10
	Theoretical Practical/	Create and format tables within a document	Using the program	1	11
	Theoretical Practical/	Preparing official reports and administrative letters	Using the program	1	12
	Theoretical Practical/	Document Protection - Passwords	Using the program	1	13
	Theoretical Practical/	Test		1	14
	Theoretical Practical/	Introduction toExcel	Get to know the program	1	15
	Theoretical Practical/	User Interface and Cell Basics	Using the program	1	16
	Theoretical Practical/	Data entry and modification	Using the program	1	17
	Theoretical Practical/	Cell formats	Using the program	1	18
	Theoretical Practical/	Use basic formulas and functions(SUM, AVERAGE, MAX, MIN)	Using the program	1	19
	Theoretical Practical/	Formatting tables and applying borders and fills	Using the program	1	20
	Theoretical Practical/	Sorting& Filtering	Using the program	1	21
	Theoretical Practical/	Custom Formats – ConditionalFormatting	Using the program	1	22
	Theoretical Practical/	Charts of allkinds	Using the program	1	23
	Theoretical Practical/	Freeze titles and duplicate pages	Using the program	1	24
	Theoretical Practical/	Dealing with multiple worksheets	Using the program	1	25
	Theoretical Practical/	Protecting works and papers	Using the program	1	26
	Theoretical Practical/	Pivot Tables	Using the program	1	27
	Theoretical Practical/	Practical applications: payroll, invoices, statistics	Using the program	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  
 marks for oral exams (daily or monthly exams , homework, quizzes, attendance, etc.) 20  
 mid-year exams 30  
 end-of-year exams 50

#### 11. Learning resources

Required textbooks (methodology if available)	
Main references (sources)	
Supporting books and references ( scientific (.journals, reports, etc	
Electronic references, websites	

أ.د. علي صاحب الشريفي  
 عميد كلية القانون والعلوم السياسية



رئيـس الـجـمـعـيـة  
 أ.م.د. محمد ساجد نايل