

اسم الجامعة: جامعة الحلة

الكلية/ المعهد: الإدارة والاقتصاد

القسم العلمي: المحاسبة

اسم البرنامج الأكاديمي أو المهني: بكالوريوس محاسبة

اسم الشهادة النهائية: بكالوريوس في المحاسبة

النظام الدراسي: فصلي - مسار بولونيا

تاريخ اعداد الوصف : 23/3/2026

تاريخ ملء الملف : 23/3/2026

دقق الملف من قبل شعبة ضمان الجودة والأداء الجامعي

اسم مسؤول شعبة ضمان الجودة والأداء الجامعي: م. م. ساره كريم ابراهيم

التاريخ: 23/3/2026

التوقيع



مصادقة السيد العميد

أ. د. حسين ديكان درويش



Course description template

Module Information			
Study material	Computer Science Fundamentals		Study material
theory a lecture ☒ Laboratory (practical) ☐ lesson educational ☐ seminar ☐	S		Type of course
	UNI-217		Subject code
	3		Study units
	48		) Capacity (hours/week
1	semester	2	Academic level
Management and Economics	College	ACC	Department code
Mfdm0258@gmail.com	Email	Mohammed Aziz Jawad	Course Professor
Master's	Certificate	assistant professor	Scientific title
	e-mail	—	Assistant Professor of the subject
	e-mail	—	Professor of the corresponding references

	issue number		Committee approval
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Relationship with other study subjects			
-	semester	nothing	Basic required units
-	semester	nothing	Common required units

Course objectives, learning outcomes, and content	
• Introduction to computer components: Enabling the student to understand the hardware and software components, how they work and how they integrate together. • Mastering Operating Systems: Training the student in the skills of using modern operating systems(such as Windows) and managing files and folders effectively. • OfficeSuite Applications : Equipping students with basic office software skills, with a focus on: • Word processor: For drafting academic and professional reports and research. • Electronic spreadsheets(Excel): These are the most important ,for accountants, for performing calculations, creating tables and generating graphs. • presentations: For preparing and delivering professional presentations. • Fundamentals of Networks and the Internet: Introducing the student to the concepts of computer networks, Internet protocols, and how to conduct safe and effective scientific research over the network. • Cybersecurity and technical awareness: 'Enhancing students ,awareness of information security risks, the importance of backups and the protection of personal and professional data. • Developing problem-solving skills: Developing the ability to deal with simple technical errors and explore logical solutions.	Course objectives

• Technical knowledge: The student should be able to distinguish the hardware and software components of the computer and understand the principles of how it works(Hardware & Software). • Systems Management: The student should possess skills in managing operating systems(Windows) handling files, and , effectively customizing the work environment. • Office proficiency: The student must be able to use theMicrosoft Office suite to efficiently complete academic and professional tasks. • Data processing: The student should master the use of electronic spreadsheets(Excel) in performing calculations, simple financial analysis, and graphically representing data. • Communication and Research: The student should be able to use internet tools for documented scientific research, manage email, and collaborate via digital platforms. • Digital security: The student should be aware of the principles of information security, data protection, and digital privacy in the work environment. • Technical problem solving: The student should be able to diagnose and solve simple technical problems that he or she may encounter while working on the computer.	Learning outcomes for the subject

Encouraging active student participation in daily and homework assignments, as well as refining and expanding their accounting thinking skills, is achieved through interactive classroom activities and by considering simple experiments involving sampling activities of interest to students.	Guidelines
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Learning and teaching strategies	
1- Using deductive and inductive methods. 2-Following the brainstorming method and its various techniques. 3- Following mind maps and various curves. 4-Using personal, linguistic, and mathematical intelligence strategies.	Strategies

Student's academic workload			
6.2	weekly study load for the student	93	Regular academic workload for the student during the semester
7.1	Irregular weekly study load for the student	107	Irregular student workload during the semester
200			The student's total academic workload during the semester

Course Material Assessment					
Relevant learning outcomes	Week due	Grade (Marks)	Time/Number		
1-2-3		10	2	Quick test	Initial assessment
2-3-4		15	2	School assignments	
3-4-5		10	2	Discussion/Experiences	

6-7-10-15		5	2	Report / Laboratory	Final assessment
1-8		10	2	Midterm exam	
1-15	8	50	2	Final exam	
	16	100% (Marks100)	Overall assessment		

Weekly theoretical curriculum	
Week 1	Introduction to Computers: Generations, Types, and System Components.
Week 2	Hardware components: Input, output, and processing units.
Week 3	Software components: Operating systems and application software.
Week 4	Operating System(Windows): ,File Management, Folders and Control Panel.
Week 5	Word Processing(Microsoft Word): Advanced Formatting and Table Handling.
Week 6	First exam.
Week 7	Word processing(Microsoft Word): ,Inserting images references, and spell checking.
Week 8	Spreadsheets(Excel): Interface, Data Entry, and Conditional Formatting.
Week 9	Spreadsheets(Excel): Basic equations, arithmetic and logical functions.
Week 10	Spreadsheets(Excel): Charts and basic data analysis

Week11	Second exam.
Week12	PowerPoint presentations: Slide design and transitions
Week 13	Networks and the Internet: Concepts, Email, and Scientific Research.
Week14	Cybersecurity: Data protection, viruses, and backup
Week15	Comprehensive review and integrated practical applications (student projects).

Study resources		
Is it available in the library?	the address	
	• Abdullah , Khalid. (2020). Computer Fundamentals and Office Applications. Dar Al-Masirah. □ Microsoft Support. (2025). Microsoft Office 365 User Guide.	Required address
	Supporting books, scientific journals, and reports	Recommended titles
-		Website

Grade chart				
the total	degree	Appreciation	% Signs	identification
Success Group (100-50)	-A Excellent	privilege	100-90	Outstanding performance
	B- Very good	very good	89-80	Above average with some errors
	C- Good	good	79-70	Good work with some noticeable errors
	D- Marzia	middle	69-60	Medium with significant shortening
	- e Sufficient	acceptable	59-50	The work meets minimum standards
sedimentation group (49-0)	FXto fail -	Accepted by decision	49-45	Demands for more work
	F Failure -	Precipitate	44-0	A large amount of work is required
note:				
Note: Decimal ranks above or below (0.5) will be rounded up or down to the nearest whole number (e.g. , the degree will be rounded up (54.5) To while the mark (54.4) will be rounded up. Up to (54) . The university ,(55) has a policy of not helping with near-passing failing grades, so the only adjustment to the grades awarded by the original examiner will be the automatic rounding shown above.				