

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

Course Information			
Study material	Computer Science Fundamentals		Study material
theory a lecture ☒ Laboratory (☐ (practical lesson educational ☐ seminar ☐	5		Type of course
	UNI-103		Subject code
	3		Study units
	48		Capacity (hours/week)
2	semester	1	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

Relationship with other study subjects			
-	semester	nothing	Basic required units
-	semester	nothing	Common required units
Course objectives, learning outcomes, and content			
To enable the student to understand the hardware and software components of a computer.			Course objectives

• Developing skills in using operating systems and handling files effectively. • Mastering the use of Office Suite applications , specifically Excel, for financial analysis. • Raising awareness of cybersecurity and data ethics.	
• Technical comprehension: Distinguishing between computer components(Hardware/Software) and their role in data processing. • Programming skills: Proficiency in dealing with the operating system(Windows) and resource management. • Office proficiency: Building professional spreadsheets for accounting using Excel. • Data security: Implementing protection procedures to maintain the confidentiality of financial information.	Learning outcomes for the subject

• Technical attendance: Commitment to actual attendance in the laboratory, as practical reports are not accepted from students absent without an official excuse; the subject depends on skills accumulation. • Digital integrity: Transferring files or completed projects between students is strictly prohibited; codes and files(such as Excel files) will be checked programmatically to ensure the work is individual. • Resource management: Adherence to naming files according to the approved format(e.g., Name_Stage_Date.xlsx) , and maintaining the cleanliness of devices and arranging files in the designated places on the server. • Security Cybersecurity: Downloading any external software or accessing suspicious websites from lab devices is prohibited, and protection and periodic backups of personal projects must be activated.	Guidelines
---	-------------------

• Independence in learning: The student is encouraged to utilize open educational resources(such as Microsoft educational videos) to solve exercises before resorting to the teacher, in order to enhance the skill of searching for technical information. • Integration of tools: The student must link what he learns in the accounting course (such as entries) with what he applies in the computer course(such as mathematical functions inExcel) , as the final assessment depends on the student's ability to automate accounting processes.	
Learning and teaching strategies	
• Lab -Based Learning: Focusing on practical application within the laboratory for each theoretical topic. • Project- Based Learning: Students are tasked with preparing a "mini accounting system" onExcel at the end of the course. • Collaborative learning: Solving group technical problems to enhance logical thinking skills.	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	
1-8		10	2	Midterm exam	Final assessment
1-15	8	50	2	Final exam	
	16	100% (Marks100)	Overall assessment		

Weekly theoretical curriculum	
Computer concepts, components, and units of measurement	Week 1
and file (Windows) Operating systems management	Week 2
processing - basicsWord	Week 3
Processing - AdvancedWord	Week 4
Cells and references Excel - Data concepts in Data entry and table formatting	Week 5
Simple Excel Basic mathematical equations in (+, -, *, /) arithmetic operations	Week 6
Assessment of (Midterm) First exam theoretical and applied concepts	Week 7
(SUM, Arithmetic and Conditional Functions Applying Functions to AVERAGE, IF) Hypothetical Financial Data	Week 8
(charts) Financial data graphical representation Converting numbers into illustrative charts 	Week 9
Inventory and big and filtering Data sorting data management	Week 10

Concepts Building (Access) - Databases Spreadsheets and Relationships	Week Eleven
Extracting the Access Working with queries in required information from data	Week Twelve
Internet, email, and cloud services Working with e-learning platforms	Week 13
Information security, privacy, and backup Implementing financial file protection measures	Week Fourteen
 Final exam + comprehensive project review Practical project presentation (mini accounting (system	Week fifteen

Study resources		
Is it available ?in the library	the address	
	Computer basics Office applications Technical standards	Required address
	Computer Science Fundamentals Microsoft Excel for Accounting	Recommend ed titles
Dar Al Manahij Publishing https://www.google.com/search?q=https://support.microsoft.com		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)	to fail - FX	Accepted by decision	49-45	Demands for more work
	Failure -F	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) will be rounded to (55) , while (54.4) will be rounded to (54) . The university has a policy of no assistance with near-passing failing grades, so the only adjustment to the grades awarded by the original examiner will be the automatic rounding .shown above				