**COURSE SPECIFICATION**

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| 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.  |

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| University of Baghdad | 1. Teaching Institution |
| College of Engineering–Dept. of Mechanical Engineering | 2. University Department/Centre |
| Programming/1 | 3. Course title/code |
| 1 stage  | 4. Programme(s) to which it contributes |
| Annual  | 5. Modes of Attendance offered |
| 2015 | 6. Semester/Year |
| 60 hours | 7. Number of hours tuition (total) |
| 06th April, 2017 | 8. Date of production/revision of this specification |
| 9. Aims of the Course |
| This course is divided into two sub-courses. The aim of the first one is to teach the student the principles of Windows systems and Microsoft office. Whereas, the second sub-course aims at giving an introduction to programming by Visual Basic language. |
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| 10·Learning Outcomes, Teaching ,Learning and Assessment Methods |
| 1. Knowledge and Understanding

A1. Understanding principles of Windows systems.A2. Understanding an introduction of Microsoft Office.A3. Mastering programming of Visual Basic language. |
|  B. Subject-specific skillsB1. Understanding an introduction to software.B2.Mastering principles of programming. |
| Teaching and Learning Methods |
| Discussion ,explain and example  |
| Assessment methods  |
| Exam, homework , class work  |
| C. Thinking Skills C1. Improvement of intellectual level of the student via reading research papers and meeting.C2. Creation right scientific thinking for the student via class discussion. |
| D. General and Transferable Skills (other skills relevant to employability and personal development) D1. Development of student skills concerning computer programming and software.D2. Improvement of student level via his/her activity. |

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| 11. Course Structure |
| Assessment Method | TeachingMethod | Unit/Module or Topic Title | ILOs | Hours | Week |
| Homework and exam  | Discussion and examples | An introduction to Windows |  | 2 | 1 |
| Homework and exam  | Discussion and examples | Principles of software/part 1 |  | 2 | 2 |
| Homework and exam  | Discussion and examples | Principles of software/part 2 |  | 2 | 3 |
| Homework and exam  | Discussion and examples | An introduction to Microsoft Word/ starting MS word, Title bar, Main bar, Creating document, typing text. |  | 2 | 4 |
| Homework and exam  | Discussion and examples | An introduction to Microsoft Word/deleting text, selecting text, saving document, closing document. |  | 2 | 5 |
| Homework and exam  | Discussion and examples | An introduction to Microsoft Word/Switching from one document, ways to view a document, zoom the view, home ribbon. |  | 2 | 6 |
| Homework and exam  | Discussion and examples | An introduction to Microsoft Word/clipboard group, format printer, font group, paragraph formatting. |  | 2 | 7 |
| Homework and exam  | Discussion and examples | An introduction to Microsoft Word/Styles, insert ribbon, header and footer, page numbering, insert symbol and special font, page setup, printing document. |  | 2 | 8 |
| Homework and exam  | Discussion and examples | An introduction to MS PowerPoint/ starting MS PowerPoint, title bar, main bar, setup presentation, saving presentation, closing presentation. |  | 2 | 9 |
| Homework and exam  | Discussion and examples | An introduction to MS PowerPoint/PowerPoint view, outline, slides, creating a title slide, add new slide. |  | 2 | 10 |
| Homework and exam  | Discussion and examples | An introduction to MS PowerPoint/Content, changing the layout of slide, creating blank slide, changing formatting text, paragraph formatting. |  | 2 | 11 |
| Homework and exam  | Discussion and examples | An introduction to MS PowerPoint/Cutting, copying and pasting slide content, insert ribbon, header and footer, slide numbering, insert movies and sounds. |  | 2 | 12 |
| Homework and exam  | Discussion and examples | An introduction to MS PowerPoint/Master slide, animation effect, transition effect, slide setup, starting slide show, printing presentation. |  | 2 | 13 |
| Homework and exam  | Discussion and examples | An introduction to MS Excel/Running MS Excel, Title bar, Main bar, formula bar, worksheet, cell. |  | 2 | 14 |
| Homework and exam  | Discussion and examples | An introduction to MS Excel/Entering data, editing cell entry, saving workbook, zoom workbook. |  | 2 | 15 |
| Homework and exam  | Discussion and examples | An introduction to MS Excel/Closing workbook, exiting Excel, opening workbook, creating new workbook, insert new worksheet. |  | 2 | 16 |
| Homework and exam  | Discussion and examples | An introduction to MS Excel/selecting cell, home ribbon, clipboard group, font group, alignment group, style group, number group. |  | 2 | 17 |
| Homework and exam  | Discussion and examples | An introduction to MS Excel/editing group, mathematical formula and function, printing sheet. |  | 2 | 18 |
| Homework and exam  | Discussion and examples | Getting started with VB6. |  | 2 | 19 |
| Homework and exam  | Discussion and examples | Data types |  | 2 | 20 |
| Homework and exam  | Discussion and examples | Control structure/part 1 |  | 2 | 21 |
| Homework and exam  | Discussion and examples | Control structure/ part 2 |  | 2 | 22 |
| Homework and exam  | Discussion and examples | Option button controls |  | 2 | 23 |
| Homework and exam  | Discussion and examples | Loop structures/ part 1 |  | 2 | 24 |
| Homework and exam  | Discussion and examples | Loop structure/part 2 |  | 2 | 25 |
| Homework and exam  | Discussion and examples | List Box and Combo Box Controls  |  | 2 | 26 |
| Homework and exam  | Discussion and examples | Arrays in VB6 |  | 2 | 27 |
| Homework and exam  | Discussion and examples | Graphics in VB6 |  | 2 | 28 |
| Homework and exam  | Discussion and examples | Sub Procedure  |  | 2 | 29 |
| Homework and exam | Discussion and examples | Function Procedure |  | 2 | 30 |

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| 12. Infrastructure |
| * Learn Visual Basic 6.0 by Lou Tyle, 1998
* Microsoft Visual Basic 2008 by Michael Halvorson
 | Required reading:· CORE TEXTS· COURSE MATERIALS· OTHER |
| Computer Lab. | Special requirements (include for example workshops, periodicals, IT software, websites) |
|  | Community-based facilities(include for example, guestLectures , internship , field studies) |

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| 13. Admissions |
| Pass Baccalaureate | Pre-requisites |
| 20 student | Minimum number of students |
| 50 student | Maximum number of students |

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| Dr. Hayder Fanoos Neamah | 14. Instructor name |