1.	**Course name:**
Computer Science and Artificial Intelligence (First Year)	
2.	**Course code:**
COMA 102	
3.	**the chapter/Year:**
First semester - for the academic year 2024-2025 AD	
4.	**Date this description was prepared**
15/1/2025	
5.	**Available attendance forms:**
Full time (theoretical lecture and practical lecture)weekly	
6.	**Number of study hours (total) / Number of units (total):**
(2 hourstheoretical3 working hours per week for 14 weeksNumber of units 3 unitsTotal number of hours: 45 / Number of units: 3	
7.	**Name of the course administrator (if more than one name is mentioned)**
Dr. AKeel Ibrahim Mustaf	
8.	**Course objectives**
Teaching the student to be knowledgeable.With the basic rules for dealing with and managing computers to help him complete projects, print matters, and prepare statistics. Charts, presentation creation, engineering design, etc.And becauseThe 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 the computer due to the role of the Internet in many fields, including education, scientific research, commerce, and marketing through electronic correspondence, web pages, and electronic conversation.	
9.	**Teaching and learning strategies**
1- **Cognitive objectives:** **1- The student's comprehension of the material** **2- The ability to analyze and apply what you have learned practically on the computer.** **3- The evaluation is done by presenting the material to the students in the laboratory and then applying it by them.** **2-** **Course specific skill objectives:** **1- Direct questions and answers about the previous article** **2- Analyzing the student's ability to comprehend through theHome work is carried out at home and stored on discs to be displayed directly to students to see how much they have learned from the previous lecture.** **3- Showing educational films on the subject to reinforce the ability to learn.**	
10.	**Course Evaluation**
• **First exam score out of 10**	

- The second exam score is out of 10 points (5 points for the practical part)
- Daily attendance and participation score (5) points
- First semester final grade out of (20) points
- Final exam score (20 practical + 30 theoretical)

Exams

- Daily exams With questions Discussion within the lecture
- Degree of participation in questions related to the study material

11. Learning and teaching resources

Required Textbooks(methodologythatI found it

- Computer Basics and Office Applications

Ministry of Higher Education and Scientific Research - Research and Development Department

Main References(Sources)

- Graham Brown, David Watson, "ICT at CambridgeIGCSE, 3rd Edition (2020).
- Alan Evans, Kendall Martin, Mary Ann Pozzi, “Technology at Work Complete,” 16th Edition (2020)

Recommended supporting books and references (scientific journals, reports, etc.)

- Dr. Adel Abdel Nour "Introduction to the World of Artificial Intelligence"

the reviewerElectronic,Websites

- Word 2010 Digital Classroom Book
- https://www.agitraining.com/books/microsoft-officebooks/word-2010-digital-classroom-book

The week	No. Hours Practical	No. Hours Theoretical	Required learning outcomes	Name of the unit or topic	Learning method	Evaluation method
1	2	1	Introduction to Computer: Hardware, software and components concepts; Concept of computing, data and information; Connecting input, output and peripheral devices to the CPU	Computer Basics	Theoretical + video introduction	Daily tests or reports
2	2		Computer Components: Computer Parts, Hardware Parts, Input and Output Units, Memory Types	Computer components	Theoretical + video introduction	Daily tests or reports
3	2	1	Computer Components (Continued): Basic CPU Components, Computer Ports, Personal Computer, Personal Computer (Features and Types))	Computer components	Theoretical + video introduction	Daily tests or reports
4	2	1	Operating System and GUI: Operating System; Basics of Common Operating Systems; User Interface, Use of Mouse Techniques.	Operating System	Theoretical + video introduction	Daily tests or reports
5	2	1	Operating system and graphical user interface: use of common icons, status bar, use of menu and menu selection, concept of folders and directories, opening and closing different windows; creating shortcuts	Operating System	Theoretical + video introduction	Daily tests or reports
6	2	1	Word Processing: Word processing basics; basic features of word processors; opening and closing documents; creating and manipulating text; formatting text and paragraphs; using templates to create documents.	Word processing	Theoretical + video introduction	Daily tests or reports
7	2	1	Word Processing (continued): Create and manage tables, use styles and themes, spelling and grammar checking tools, and use headers and footers..	Word processing	Theoretical + video introduction	Daily tests or reports
8	2	1	Spreadsheets: Introduction to Spreadsheet Programs, Creating and Formatting Worksheets.	ProgramsData analysis	Theoretical + video introduction	Daily tests or reports
9	2	1	Sort and filter data, use formulas and functions.	ProgramsData analysis	Theoretical + video introduction	Daily tests or reports
10	2	1	Spreadsheets (continued): Using formulas and functions, using pivot tables to analyze data, validating data and checking for errors, and visualizing data: creating charts and graphs	ProgramsData analysis	Theoretical + video introduction	Daily tests or reports
11	2	1	Presentation Software: Introduction to presentation software, overview of common presentation tools, creating a new presentation, using templates and themes, inserting and formatting text and images, transition effects and animations,	Presentation programs	Theoretical + video introduction	Daily tests or reports
12	2	1	Presentation Software (continued): Using speaker notes and timers, Advanced features: hyperlinks and action buttons, Troubleshooting common presentation problems, Future trends in presentation technology.	Presentation programs	Theoretical + video introduction	Daily tests or reports

13	**2**	**1**	**Introduction to the Internet and Web Browsers: Basic Computer Networks; Local Area Network, Wide Area Network; Internet Concept and Applications; Internet Connection**	**Internet and its browsers**	**Theoretical + video introduction**	**Daily tests or reports**
14	**2**	**1**	**Introduction to the Internet and Web Browsers (continued): World Wide Web; Web Browsers, Search Engines: Understanding URLsURL; Domain Name; IP Address.**	**Internet and its browsers**	**Theoretical + video introduction**	**Daily tests or reports**
15	**2**	**1**	**Communications and Email: Email Basics; Getting an Email Account; Introduction to Cloud Computing and Services: Definition and Concept of Cloud Computing.**	**Internet applications**	**Theoretical + video introduction**	**Daily tests or reports**