

Republic of Iraq
Ministry of Higher Education & Scientific Research
Supervision and Scientific Evaluation Directorate
Quality Assurance and Academic Accreditation

Academic Program Specification Form For The Academic

University: Middle Technical University
College : Health and Medical Technology
Department : Computer Center
Date Of Form Completion :

Dean's Name
Date : / /

*Dean's Assistant For
Scientific Affairs*

Date : / /
Signature

Signature

Head of Department
A.P. D.Saad Salih Najem
Date : 27 / 10 / 2016
Signature

Quality Assurance And University Performance Manager
Date : / /
Signature

TEMPLATE FOR PROGRAMME SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

PROGRAMME SPECIFICATION

This Program Specification provides a concise summary of the main features of the program 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 is supported by a specification for each course that contributes to the program.

1. Teaching Institution	Middle Technical University
2. University Department/Centre	College of Health and Medical Technology
3. Program Title	Computer Applications For Health Science
4. Title of Final Award	BA
5. Modes of Attendance offered	Yearly
6. Accreditation	Theory / Laboratory
7. Other external influences	Laboratory ; Library; Internet Recourses
8. Date of production/revision of this specification	27/10/2016
9. Aims of the Program	
Understanding new operating system their importance and tasks; computer components and peripherals; office applications and internet connections and living online. Using the built-in functions provided by Excel to manage the health and medical information's and learn the methods to solve different types of health problem related to patient statically by using SPSS (Apps.). Finally get the knowledge on how to present the raw data and their charts and the statistical result using PowerPoint.	

10. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

- A1. how to use the computer and its application (Apps.)
- A2. Understanding the main components of computer
- A3. Applied what they learned using computer
- A4. Analysis earning the students skills for using and choosing Apps.
- A5. Practical work for using computers and Apps.
- A6. Reports useful to increase the knowledge

B. Subject-specific skills

- B1. It enables the student to use a computer in its accomplishment
- B2. A student can be write their research or reports on a computer
- B3. Students can be prepared own research topic which they learn

Teaching and Learning Methods

1. Explanation and clarification
2. Practical implementation in front of students
3. Different modes of Lectures

Assessment methods

1. Practical tests
2. Theoretical quiz

C. Thinking Skills

- C1. development of Student ideas being moved from school to university life stage
- C2. Planting the spirit of cooperation between the student and the surroundings of the students and faculty to complete his studies requirements
- C3. Creating a kind of conscious thought of the student to be able to engage in the community and the labor market
- C4. The development of student skills and interests focus on the study, which tracked the composition of targets distinct student wishes to achieve

Teaching and Learning Methods

1. Self-learning mode
2. Lectures Mode
3. Explanation and clarification

Assessment methods
<ol style="list-style-type: none"> 1. Laboratory test and theoretical quiz and exam 2. Reports and studies

<p>D. General and Transferable Skills (other skills relevant to employability and personal development)</p> <p>D1. Attach some student work from the work and duties of research papers</p> <p>D2. Good preparation for all the subjects using modern technique</p> <p>D3. Prepare a working paper for the material and the design and operation of computerized duties</p> <p>D4. Skills Development to push the student to complete a specific search and submit it by using computer</p>
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Teaching and Learning Methods

Assessment Methods

11. Program Structure			12. Awards and Credits
Level/Year	Course or Module Title	Credit rating	
First	Computer Applications for Health Science	30 h theory 60 h Lab.	Bachelor Degree Requires (90 h each) credits
Third	Computer Applications for Health Science	30 h theory 60 h Lab.	

13. Personal Development Planning

1. Teamwork: Work within the group during the practical training
2. Leadership: the ability to guide and motivate students to use computers device and applications
3. Autonomy (Independency) at work

14. Admission criteria .

Minimum rate advanced to 95.3 last year

15. Key sources of information about the program

⊕ (2011), – **Book "تطبيقات الحاسوب في العلوم الصحية"** , Authors (الدكتور سعد صالح ، كنعان عبدالطيف ، الدكتور عماد جهاد) (Authors from Iraq) دار اليازوري العلمية للنشر والتوزيع الاردن ;

⊕ (2014), – **Book "المؤلفون " د. محمد بلال الزعبي ; "ICDL5 الحاسوب والبرمجيات الجاهزة المهارات الاساسية"** زمزم ناشرون وموزعون ، الاردن; وآخرون "

⊕ (2015) –**Book (IC³ Internet and Computing Core Certification Guide) ; CCI Learning ; ISBN:978-1553324409**

TEMPLATE FOR COURSE SPECIFICATION

HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

COURSE SPECIFICATION

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.

1. Teaching Institution	Middle Technical University
2. University Department	College of Health and Medical Technology
3. Course title/code	Computer Applications For Health Science
4. Program(s) to which it contributes	
5. Modes of Attendance offered	Full Time
6. Semester/Year	yearly
7. Number of hours tuition (total)	3h /week 90 h /year
8. Date of production/revision of this specification	27/10/2016
9. Aims of the Course	
	Understanding new operating system their important and tasks; computer components and peripherals; office applications and internet connections and living online

10. Learning Outcomes, Teaching ,Learning and Assessment Method

A- Knowledge and Understanding

- A1. how to use the computer and its application (Apps.)
- A2. Understanding the main components of computer
- A3. Applied what they learned using computer
- A4. Analysis earning the students skills for using and choosing Apps.
- A5. Practical work for using computers and Apps.
- A6. Reports useful to increase the knowledge

B. Subject-specific skills

- B1. It enables the student to use a computer in its accomplishment
- B2. A student can be write their research or reports on a computer
- B3. Students can be prepared own research topic which they learn

Teaching and Learning Methods

1. Explanation and clarification
2. Practical implementation in front of students
3. Different modes of Lectures

Assessment methods

1. Practical tests
2. Theoretical quiz

C. Thinking Skills

- C1. development of Student ideas being moved from school to university life stage
- C2. Planting the spirit of cooperation between the student and the surroundings of the students and faculty to complete his studies requirements
- C3. Creating a kind of conscious thought of the student to be able to engage in the community and the labor market
- C4. The development of student skills and interests focus on the study, which tracked the composition of targets distinct student wishes to achieve

Teaching and Learning Methods

1. Self-learning mode
2. Lectures Mode
3. Explanation and clarification

Assessment methods

1. Laboratory test and theoretical quiz and exam
2. Reports and studies

D. General and Transferable Skills (other skills relevant to employability and personal development)

D1. Attach some student work from the work and duties of research papers

D2. Good preparation for all the subjects using modern technique

D3. Prepare a working paper for the material and the design and operation of computerized duties

D4. Skills Development to push the student to complete a specific search and submit it by using computer

11. Course Structure

Week	Hours	ILOs	Unit/Module or Topic Title	Teaching Method	Assessment Method
<u>First Year Program</u>					
1	3		Part 1: Computing Fundamentals : <u>Operating systems</u>	Lecture & Quiz	Practice On computer & quiz
2	3		<u>Looking at the Desktop</u>	=	=
3	3		<u>Looking at typical Window</u>	=	=
4	3		<u>Folder And Files Managements</u>	=	=
5	3		<u>Computer Hardware; Identifying Computers</u>	=	=
6	3		<u>Looking Inside a Computer</u>	=	=
7	3		<u>Using Control Panel</u>	=	=
8	3		<u>Understanding Power Options</u>	=	=
9	3		<u>What is a Software</u>	=	=
10	3		<u>Disk Management Programs</u>	=	=
11	3		Part 2 : Key Applications (Office 2013 Or 2010) : <u>What is Key Applications</u>	=	=
12	3		Microsoft Word : <u>Entering and Editing Text</u>	=	=
13	3		<u>Understanding Tab settings</u>	=	=
14	3		<u>Working with Styles , Document Formatting</u>	=	=
15	3		<u>Page setup, Using Multimedia files, Using Tables</u>	=	=
16	3		Microsoft Excel: <u>Understanding Basic Terminology, Building formula, Mathematical Operators</u>	=	=
17	3		<u>Manipulating the contents, Auto filling technique, Formatting cells</u>	=	=
18	3		<u>Creating simple and complex formula, Using absolute and relative address</u>	=	=
19	3		<u>Using common built-in functions, Copying Formulas, Formatting tables</u>	=	=
20	3		<u>Working with charts, Sorting data, Filtering data</u>	=	=
21	3		Microsoft Excel: <u>Understanding PowerPoint & Presentation, Working with presentations, Managing the Slides</u>	=	=
22	3		<u>Managing Slide Objects, Animating Objects, Running the Slide Show</u>	=	=
23	3		Part 3: Living Online: <u>Internet, Browsers and the World Wide Web, Understanding Web Site Addresses</u>	=	=

۲۴	۳		<u>Web Site &Page Elements; Browser Features; Getting Connected; Networks ; (LAN) and (WAN); Domain and Sub Domain</u>	=	=
۲۵	۳		<u>Communicate with Others; Electronic Mail; VoIP, Video Conferencing, Chat Rooms, Social Networking</u>	=	=
۲۶	۳		<u>Working with Email (Usernames, Passwords and Credentials)</u>	=	=
۲۷	۳		<u>Using Microsoft Outlook (Creating; sending & Receiving Messages); Working with Attachments</u>	=	=
۲۸	۳		<u>Identifying Ethical Issues; Protecting Your Data; Protecting Yourself While Online</u>	=	=
۲۹	۳		<u>Searching for Information Engine Technology</u>	=	=
۳۰	۳		<u>Narrowing the Search; Evaluating the Information</u>	=	=

Third Year Program

۱	۳		Identify Excel, benefits, specifications, concept and method of operation	=	=
۲	۳		Identify the main screen components, tools and menu bar	=	=
۳	۳		The concept of the cell, the basic data types and how they entered	=	=
۴	۳		How to save your work file WORK BOOK close the file and close the program	=	=
۵	۳		Open and saved data file , simple calculations and methods of cell format	=	=
۶	۳		Identify methods of data collection or group of cells	=	=
۷	۳		Use some common functions Count, Sqrt, Average, Sum	=	=
۸	۳		Editing Cell contents , copying, moving and pasting, copying formula, relative and absolute cell	=	=
۹	۳		Control the display of the cell to change the style through format tools	=	=
۱۰	۳		Dealing with charts ;its components and various elements ;using different chart types and styles	=	=
۱۱	۳		Ways to create charts and choose different types of charts and their concepts	=	=

۱۲	۳		Change chart types and data and controls chart objects	=	=
۱۳	۳		Dealing with List, conditions related to create database, sorting list	=	=
۱۴	۳		Filtering list using auto filter and advanced filter options	=	=
۱۵	۳		Using word art ; formatting tables, insert objects; printing sheets	=	=
۱۶	۳		Concepts of Spss Apps.; how to access; data analysis steps	=	=
۱۷	۳		Main screen parts, entering data , save & open files; data types and entering formula	=	=
۱۸	۳		Manipulate data ; choosing statistical procedure; insert variable or case	=	=
۱۹	۳		Descriptive stats and explore entered data	=	=
۲۰	۳		Compare means, correlation and linear regression	=	=
۲۱	۳		Nonparametric tests such as Chi Square	=	=
۲۲	۳		Application of Quality Control	=	=
۲۳	۳		Dealing with basic of charts types	=	=
۲۴	۳		Using CrossTab Test	=	=
۲۵	۳		Anova analysis	=	=
۲۶	۳		Concept of PowerPoint and presentation; main screen components;	=	=
۲۷	۳		Create new presentation , using template, save and open files, editing slide	=	=
۲۸	۳		Adding drawing, Insert new slide ,text , image and titles	=	=
۲۹	۳		Control background & foreground color, insert media and charts	=	=
۳۰	۳		Adding access data files, putting timing for display slide and transition and transition effects and movement	=	=

12. Infrastructure

Required reading: <ul style="list-style-type: none"> · CORE TEXTS · COURSE MATERIALS · OTHER 	
Special requirements (include for example workshops, periodicals, IT software, websites)	
Community-based facilities (include for example, guest Lectures , internship , field studies)	

13. Admissions	
Pre-requisites	
Minimum number of students	
Maximum number of students	