

**University of Baghdad  
College of Nursing  
BNS Program**

*Course Syllabus*  
**Computer II**

**2022/2023**  
**2<sup>nd</sup> Semester for First Stage**

**This syllabus is subject to change. Changes will be announced to students.  
It is the responsibility of the student to comply with any changes.**

**Dr. Najlaa abd Hamza and lecturer Ahmed Shihab Ahmed©2022**

**Revised: September 06, 2022**

## General Information & Policies

Course Number and Title: COM 404 Computer Basics and Office Applications, Microsoft Word and Power Point Part 2  
اساسيات الحاسوب وتطبيقاته المكتبية (برنامج معالج النصوص وبرنامج العرض التقديمي للشرائح)

Number of Credit Hours: Pass/Fail

Times & Places: Thursday@8:30 PM-12:30 PM , Hall number one.

Prerequisites: None

Course Description: Due to the characteristics and advantages of the distinctive **Microsoft Word** written program, it was used in writing research, books, and a lot of supplies necessary to complete the education process. The Word program is one of the most important word processing programs or one of the most important writing and text editing programs that can be resorted to, and this unique and fast program is used in all countries of the world and by a very large number of college and university students, and it helps to edit texts in all languages of the world and in a period of time too short. **And on the other hand PowerPoint** is used as a means of education, through slideshows, with the information it contains previously prepared and designed. Students enjoy preparing topics, through the presentations program, because of its many advantages that made it a successful educational tool. Among these features:

Teaching Methods: Lectures, handouts, discussions, & assignments. Google Classroom shall be used for online discussion (Class Code: l2komal)

Evaluation Methods: Unit exam(s), theoretical exam, & Practical exam

Faculty, Contact Information, & Office Hours:

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Office hours ► See my weekly schedule!

Required Textbook(s) and Other Materials:

- Computer Basics and Office Applications (Computer Fundamentals)

## Course Objectives

**By the completion of this course the student will be able to:**

1. The Word program can be used in all universities, colleges and educational institutions at all, and it can be used through the practical application of nursing college students on the computers in these laboratories.:
2. Training students to use the Word program in writing lectures and research, building tables, processing texts, graphics and forms, which are used directly and continuously by students of nursing colleges.

3. Through the practical application of the students in the laboratories to use the Word program, students will be able to record all documents and files of different types and sizes, meaning that any study material can be registered easily on this simple and distinctive program.
4. Through education and theoretical and practical training for students on the use of the PowerPoint program, the student will be able to display texts and research in the form of a slideshow, including information previously prepared and designed. It gives students experience in preparing topics, through the presentations program, due to its many advantages that made it a successful educational tool.
5. Through giving lectures and practical application to students on the Microsoft PowerPoint program, it provides students with the ability to display data in the form of graphs and the ease of formatting presentation slides in multiple formats.

### Course Requirements

**To complete the course successfully, the student must:**

1. Adhere to the policies stated in this syllabus and printed in the *College of Nursing Student Handbook*.
2. Earn a grade of **50% or higher**. The aforementioned grade in Computer courses **is the minimum passing grade at the Primary studies**.
3. Attend classes! Based on *The Student Guideline*, the student shall be marked “failure” if (s)he absents 10% of the total hours.

### Evaluation & Grading

#### Distribution of Points:

Requirements	Possible Points
theoretical exam*	20%
Practical exam*	20%
<b>The total of 40% before the final exam.</b>	
The Final exam	60%
<b>Total</b>	<b>100%</b>

**\* Microsoft Word and Power Point Skills:** Nursing programs are often used by university and college students Microsoft Word and Power Point to make teamwork easier.

**Here are some of the skills that a nursing student will acquire when using Microsoft Word:**

page Setup, Compare and merge documents, create forms using advanced fields and tools, Create and use templates, Share and protect documents, Track changes, Label work, Format tables and document format.

**Here are some skills to demonstrate students' proficiency levels for using the PowerPoint program :**

Creating presentations, Creating and formatting templates, creating interactive slideshows, Inserting, embedding and linking media and data, inserting hyperlinks, Inserting and formatting media, Linking and embedding video, Using the advanced timeline, Broadcasting and sharing a slideshow

**Course Schedule and activities**

<b>Week</b>	<b>Date of Class</b>	<b>Unit to be Covered and/or Other Activity</b>	<b>Assigned Readings to be Completed Before Class</b>
<b>W1</b>	<b>16-3-2023</b>	* Introduction to Microsoft Word 2010:	
<b>W2</b>	<b>23-3-2023</b>	* Run Microsoft Word 2010	
<b>W3</b>	<b>30-3-2023</b>	* Microsoft Word 2010 interface.	
<b>W4</b>	<b>6-3-2023</b>	* File tab in Microsoft Word 2010.	
<b>W5</b>	<b>13-3-2023</b>	* Home tab in Microsoft Word 2010	
<b>W6</b>	<b>20-3-2023</b>	* View tab in Microsoft Word 2010	
<b>W 7</b>	<b>27-3-2023</b>	* Introduction to Microsoft Power Point 2010	
<b>W8</b>	<b>4-4-2023</b>	* Run Microsoft Power point 2010.	
<b>W9</b>	<b>11-4-2023</b>	* Microsoft Power point 2010 interface.	
<b>W10</b>	<b>18-4-2023</b>	* File tab in Microsoft Power point 2010.	
<b>W11</b>	<b>25-4-2023</b>	* Home tab in Microsoft Power point 2010.	
<b>W12</b>	<b>1-5-2023</b>	* View tab in Microsoft Power point 2010	
<b>W13</b>	<b>8-5-2023</b>	* creating interactive slideshows.	
<b>W14</b>	<b>15-5-2023</b>	* Inserting and formatting media	
<b>W15</b>	<b>22-5-2023</b>	* Broadcasting and sharing a slideshow	

### Appendix A. Grading Rubric for (Two quiz theoretical and Practical)

	Points Possible	Points Earned
- Giving students the theoretical side of computer basics leads to the correct use of applied software such as Microsoft office word and power point. This will be evident through a theoretical quiz.	2	
Implementing the practical quiz for the student to find out what the student has gained through the practical application on the computer directly.	3	
Total Quiz Points	5	

At the end of the course, the student will have the ability to use Microsoft Word and PowerPoint in all professional and technical fields through the ability to process texts and words quickly and more reliable, and through the program it is possible to write many texts, such as: reports, letters, articles, blog posts, and it is also possible Save documents on a hospital hard drive, or somewhere else, for reuse again, check spelling, check grammar, and insert special data such as: charts, tables, page numbers, and appendices.

**Note: Make sure to submit each assignment before its due date.**

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