Ministry of Higher Education and
Scientific Research - Iraq

University of Warith Al_Anbiyaa....
College of Engineering
Oil and Gas Department

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information
معلومات المادة الدراسية

Module Title	Computer Programming I	**Module Delivery**
Module Type	Support or related learning activity	☒ Theory
Module Code	UOW115	☐ Lecture
ECTS Credits	5	☒ Lab
SWL (hr/sem)	125	☐ Tutorial
		☐ Practical
		☐ Seminar

Module Level	UGI	**Semester of Delivery**	1
Administering Department	OGE	**College**	Engineering
Module Leader	Fatima Ahmed	**e-mail**	fatima.ahmed@uowa.edu.iq
Module Leader's Acad. Title	Asst. Lect.	**Module Leader's Qualification**	MS.C
Module Tutor	NA	**e-mail**	E-mail
Peer Reviewer Name		**e-mail**	E-mail
Scientific Committee Approval Date	01/06/2023	**Version Number**	1.0

Relation with other Modules

العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	**Semester**	
Co-requisites module	None	**Semester**	

Module Aims, Learning Outcomes and Indicative Contents أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Aims أهداف المادة الدراسية	is an inevitable part of commerce education. The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases through the use of Microsoft Office Word, Excel, and VBA .
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1-　　To familiarize students with the use of Microsoft Word 2-　　To familiarize students with the use of MS Excel 3-　　To familiarize students with the use of Excel Visual basic application
Indicative Contents المحتويات الإرشادية	Indicative content includes the following: Part I: fundamentals of Microsoft word In Part 1 we will provide students with the skills to create documents using Microsoft Word. It will also provide knowledge of how to create your own document for work, college, or home. Students will learn the basics, creating documents, formatting text, adding graphics, images, Word chart, and many other features available. You will see a full list of course content below. You'll also cover charts and tables, as well as using forms and mail merge. Part II: fundamentals of Microsoft Excel this part provides all the tools necessary to create and use basic spreadsheets. Participants will receive an overview of the interface and learn the various methods for entering and editing data. Additionally, participants will learn the various ways to write formulas, Create Worksheets and Workbooks, data analysis, create charts. Apply Custom Data Formats and Layouts, and others which will used to streamline reporting, turn raw data into presentation-ready graphs or chart. where One of the most common uses of Excel in petroleum engineering is for organizing and analyzing data related to well production data. Part III: Visual basic Application In Part 3 we will provide students with the skills to create & develop vb applications, where that allow Engineers to develop engineering applications that run in the Windows environment. VB provides the engineer a programming tool to write simple programs quickly that meet their needs. Example programs written using VB include gas and oil fluid correlations, interpolation software, gas well bottom hole pressure

	from surface conditions, volumetric reserve calculations, simple log analysis, water pattern analysis and bottom hole pressure analysis.

Learning and Teaching Strategies
استراتيجيات التعلم والتعليم

Strategies	The main strategy that will be adopted in delivering this module is to Encourage students to ask and answer questions, as well as training students to implement many practical exercises in the laboratory (which covers most of what is studied in theoretical lectures), which in turn gives students the ability to carry out the work required of them in the future in their practical life.

Student Workload (SWL)
الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	75	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	5
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	47	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	3
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	125		

Module Evaluation
تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5, 10	LO #1, 2, 10 and 11
	Assignments	2	10% (10)	2, 12	LO # 3, 4, 6 and 7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO # 5, 8 and 10
Summative assessment	Midterm Exam	2 hr	10% (10)	7	LO # 1-7
	Final Exam	2hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus) المنهاج الاسبوعي النظري	
	Material Covered
Week 1	• Microsoft Word Create and Manage Documents: Create a Document, Navigate Through Document, Format a Document, Customize Options and Views for Documents, Print and save documents.
Week 2	Format Text, Paragraphs, and Sections: Insert Text and Paragraphs, Format Text and Paragraphs, Order and Group Text and Paragraphs
Week 3	Create Tables and Lists: Create a Table, modify a Table, Create and Modify a List.
Week 4	Insert and Format Graphic Element: Insert Graphic Elements, Format Graphic Elements, Insert and Format SmartArt Graphics
Week 5	**Microsoft Excel** : Manage Workbook Options and Setting: Create Worksheets and Workbooks, Navigate in Worksheets and Workbooks, Format Worksheets and Workbooks, Customize Options and Views for Worksheets and Workbook, Configure Worksheets and Workbooks for Distribution
Week 6	Apply Custom Data Formats and Layouts: Apply Custom Data Formats and Validation, Apply Advanced Conditional Formatting and Filtering, Create and Modify Custom Workbook Elements,Create Table: Create and Manage Table, Manage Table Styles and Options, Filter and Sort a Table
Week 7	Perform Operations with Formulas and Functions: Summarize Data by using Function, . Perform Conditional Operations by using Functions, Format and Modify Text by using Functions
Week 8	Create Charts and Objects: Create Charts, Format Charts, . Insert and Format Object,Manage Workbook Options and Settings
Week 9	**Excel VBA:**Introducing Visual Basic for Applications Displaying the Developer Tab in the Ribbon Recording a Macro
Week 10	Working with Procedures and Functions: Understanding Modules Creating a Standard Module,Understanding Procedures,Creating a Sub Procedure Calling Procedures,Using the Immediate Window to Call Procedures Creating a Function Procedure
Week 11	Understanding Objects: Understanding Objects,Navigating the Excel Object HierarchyUnderstanding Collections,Using the Object Browser,Working with Properties Using the With Statement,Working with Methods

Week 12	Using Expressions, Variables, and Intrinsic Functions: Understanding Expressions and Statements,Declaring,Variables,UnderstandingDataTypes,Working with Variable Scope
Week 13	Controlling Program Execution: Understanding Control-of-Flow Structures Workingwith Boolean Expressions,Using the If...End If Decision Structures,Using the Select Case...End Select Structure
Week 14	,Using the Do...Loop Structure,Using the For...To...Next Structure,Using the For Each...Next Structure
Week 15	Working with Forms and Controls: Understanding UserForms,Using the Toolbox Working with UserForm Properties, Events, and Methods,, Understanding Controls
Week 16	**Final Exam**

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	practical exercises to Create and Manage Documents: Save & open document, Format a Document, Customize Options and Views for Documents, Print and save as documents.
Week 2	practical exercises about the Format Text, Paragraphs, and Sections: Insert Text and Paragraphs, Format Text and Paragraphs, Order and Group Text and Paragraphs
Week 3	practical exercises to Create Tables and Lists: Create a Table, modify a Table, Create and Modify a List.
Week 4	Insert and Format Graphic Element: Insert Graphic Elements, Format Graphic Elements, Insert and Format SmartArt Graphics (practical exercises + homework)
Week 5	(practical exercises + homework) about Microsoft Excel :introduction to interface , Create Worksheets and Workbooks, Import data from a delimited text file ▪ Add a worksheet to an existing workbook ▪ Copy and move a worksheet
Week 6	practical exercises to :▪ Change worksheet tab color ▪ Rename a worksheet ▪ Change worksheet order ▪ Insert and delete columns or rows ▪ Change workbook themes ▪ Adjust row height and column width ▪ Insert headers and footers

Week 7	practical exercises with homework about Customize Options and Views for Worksheets and Workbooks:▪ Hide or unhide worksheets ▪ Hide or unhide columns and rows ▪ Customize the Quick Access toolbar ▪ Modify document properties ▪ Display formulas
Week8	(practical exercises + homework) to Create Charts and Objects: Create Charts, Format Charts, . Insert and Format Object,Manage Workbook Options and Settings
Week9	Excel VBA:Introducing Visual Basic for Applications Displaying the Developer Tab in the Ribbon Recording a Macro (practical)
Week10	(practical exercises + homework): about Working with Procedures and Functions: Creating a Sub ProcedureCalling Procedures, Creating a Function Procedure
Week11	Using Expressions, Variables, and Intrinsic Functions: Understanding Expressions and Statements,Declaring,Variables,UnderstandingDataTypes,Working with Variable Scope(practical exercises + homework)
Week12	Working with Boolean Expressions, Using the If...End If Decision Structures, Using the Select Case...End Select Structure(practical exercises + homework):
Week13	Working with Do...Loop Structure,Using the For...To...Next Stru Working with Boolean Expressions, Using the If...End If Decision Structures, Using the Select Case...End Select Structure Working with Boolean Expressions, Using the If...End If Decision Structures, Using the Select Case...End Select Structure cture,Using the For Each...Next Structure(practical exercises + homework)
Week14	Working with Forms and Controls: How insert data to Worksheets and Workbooks, create function, perform arithmetic operation using VBA (practical exercises + homework)
Week15	**Preparatory week before the final Exam**

	Learning and Teaching Resources
	مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	• Microsoft Office for Beginners,by , M.L. Humphrey, 2020.	Yes
	• MICROSOFT WORD & POWERPOINT FOR BEGINNERS & POWER USERS 2021: The Concise Microsoft Word & PowerPoint A-Z Mastery Guide for All Users Paperback by Tech Demystified,2021.	No
	• Microsoft Excel 2019 VBA and Macros ,By Bill Jelen, Tracy Syrstad · 2019	No

Recommended Texts	
Websites	

Grading Scheme
مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	**A** - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX** – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.