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**Department of Mathematics**

**College of Basic education**

**University of Salahaddin -Hawler**

**Subject: Computer Skills**

**Course Book –Year 1**

**Lecturer's name: PhD.Azad Ibrahim Amen**

**Academic Year: first course 2022-2023**

**Course Book**

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| **1. Course name** | Computer Skills | |
| **2. Lecturer in charge** |  | |
| **3. Department/ College** | **Mathmatics-Basic Education** | |
| **4. Contact** | **e-mail:azad.amen@su.edu.krd** | |
| **5. Time (in hours) per week** | |  | | --- | | **Theory: 1 Practical: 2** | | |
| **6. Office hours** | **1 hours** | |
| **7. Course code** |  | |
| **8. Teacher's academic profile** | Specialization  Applied Mathematics /differential equations  Bsc –Salahaddin University1988  Msc-Baghdad university-1991  PhD-Salahaddin university-2011  Scientific Rank: Professor | |
| **9. Keywords** | |  | | --- | | **Excel, Word, Power point, programing, Software** | | |
| **10. Course overview:**  The purpose of this course is to give students knowledge in order to how they use Maple and its commands in mathematics, and teach them to make graphs and programming. | | |
| **11. Course objective:** Computers and computerized devices have become an integral part of society. In fact, many people use them in schools, homes, and the workplace. It has become imperative to know basic computer skills to survive in the world. In college, many students acquire basic computer skills that equip them with the knowledge to operate a computer, such as sending emails, conducting Internet research, creating word processing documents and creating presentations. Word processing programs offer a variety of features that may be useful to students, depending on the course. Students will learn how to create and manage Word documents, organize information in tables, perform calculations on data, create graphs and charts, organize email Inbox, and manage email automatically. Today, employers across most industries and fields expect candidates to have Microsoft Office skills, as it is the most universally utilized software in business. Having these skills, even at a basic level, will help with job prospects and increase the chance to be considered for most roles. | | |
| **12. Student's obligation**   * **Questions on the exams**   will be drawn from homework, reading, and lectures. I also encourage you  to ask questions and participate in class.   * **Homework**: A list of homework problems will be given on the course web   page every few weeks. Not all homework will be collected. Nonetheless, it is  important for you to do all the homework to keep up with the material we  are learning and to prepare for exams.  . | | |
| **13. Forms of teaching**  Using one of the following or may be using all of the following:  1. Lecture notes will be handled to the students at the beginning of each part to facilitate easier understanding of books and also to read references. 2. Power point presentation for parts of the course as required. 3. White board will be used to explain program commands, draw sketches and solve problems in the lab. 4. Computer labs for practicing the theoretical parts. | | |
| **14. Assessment scheme**  First Examination 20  Second Examination 20  Home works and Quizzes  Final Examination 50  **Total 100**‌‌‌ | | |
| **15. Student learning outcome:**  Identify the hardware components of a personal computer system.  List major input and output devices •Explain the functions of processing, memory, storage and communication devices •Realize the significance of each hardware component in processing information •Identify general trends in the development of the different hardware components of a computer •General student knowledge (typing ability, excel, PowerPoint, data analysis, etc.) •Introduction to internet, e-mails, ……etc. | | |
| **16. Course Reading List and References‌:**  ▪ **Key references**:  •**Microsoft Office 2016 Step by Step, Joan Lambert and Curtis Frye, Microsoft Press,2015.** •**Microsoft Office Home and Student 2013 Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, Microsoft Press, 2013** •**Other computer text books, computer magazines and internet.** | | |
| **17. The Topics:** | |  |
| |  | | --- | | •Introduction to Computers, Definition, Advantages & Limitations •Practically turn on and turn off the computer, define each parts& change start menu appearance, taskbar properties. •Anatomy of Computers – Components of Computers and its functions. Overview of Input devices of Computer. •Define the desktop components, Desktop property, settings and appearance. •Overview of Input& Output devices of Computer, Memory, Processors, Hardware, Software & Speed, Memory, types of computer rams and the memory measurement unit • Arrange icons, types of arrangement, refresh and show desktop. •Computer Software, Operating System (OS)& Application Software. •Change the mouse setting: reverse L.C and R.C, pointer speed, lock double click pointers and regional and language option; add remove keyboard language (Unicode keyboard). •Computer’s Performance Factors, computer classification, and Data representation in the memory unit, Stored Data& File Extension. •Make new folders on desktop and in windows, rename folders by Several ways. •Desktop and its elements, Anatomy of a window – Title Bar, Minimize, Maximize, , working with organization of files and folders, Copy, Move and new folder , rename folders ,delete folder. and ways of selection s, delete files and folders & Start menu. •Apply the above practically. •Word processing and units of document, features of word processing Packages, Creating, Editing, Formatting and Saving a document in MSWORD – Features of File, Edit and Format menus. •Apply the above practically •Microsoft office word, open the Microsoft office word, its windows component and their functions. •Practically studying words window components and their function& standard toolbar.(Home ribbon) •Keyboard keys functions (enter, backspace, space bar, shift …etc.) & formatting bar. Text selection, keyboard shortcut. •Apply the above practically. •Table and border toolbars item. (table options, Sorting) •Apply the above practically. •Drawing toolbars item. •Apply the above practically. •Report preparation by MS. Word •Electronic Spreadsheets – concept, packages, creating, editing and saving a spreadsheet with MSEXCEL •Apply the above practically | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  |
| **18. Practical Topics (If there is any)** | |  |
| Final Exams  2017-2018 | |  |
| **19. Examinations:**  Example Q\ State whether the following statements are true or false: 1. Texts, Pixels and Sounds are represented by Bits in computer memory. 2. Secondary memory stores data temporary. **Answer\ 1. True 2. False 3. *Multiple choices:*** In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase. Example: Q\ Choose the correct answer: 1) One Megabyte equals to: **A. 1000 Kbyte B. 1024 Kbyte C. 1000 Kbit D. 1024 Kbit** 2) Software is stored on storage devices in a special container called. **A. Icon B. File C. DVD D. CD** 3) Which extension is used for PowerPoint presentations? **A. doc B. dwg C. wav D. ppt** | | |
| **20. Extra notes:** Note About office Hours: I encourage you to come by my office if you have any questions, need help with homework problems, or would just like to talk about the material. I will be in my office during my office hours, but if you plan to come by it may help to send an email before to let me know to expect you. If you want to meet with me but cannot make it to office hours, email me and we can set up a mutually convenient time to meet. | | |
| **21. Peer review**  ت.‌‌ | | |