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**Department of Computer Science and Information Technology**

**College of Science**

**University of Salahaddin - Hawler**

**Subject: Computer Principles**

**Course Book – (1st Year /1st Semester)**

**Lecturer's name: Dr. Dler Salih Hasan**

**Academic Year: 2022/2023**

**Course Book**

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| **1. Course name** | Computer Organization and skills I |
| **2. Lecturer in charge** | Dr. Dler Salih Hasan |
| **3. Department/ College** | Computer Science and Information Technology / Science |
| **4. Contact** | e-mail:dler.hasan@su.edu.krd |
| **5. Time (in hours) per week** | Theory: 2Practical: 2 |
| **6. Office hours** | Tuesday :8:30 am -10:30 pmThursday:10:30 am – 12:30 pm  |
| **8. Teacher's academic profile** |  |
| **9. Keywords** |  |
| 10. Course overview:Living in a Digital World provides students with a current and thorough introduction to computers by integrating the use of technology with the printed text. This Shelly Cashman Series text offers a dynamic and engaging solution to successfully teach students the most important computer concepts in today's digital world through exciting new exercises that focus on problem solving and critical thinking, along with online reinforcement tools on the unparalleled Online Companion. Updated for currency, students will learn the latest trends in technology and computer concepts and how these topics are integrated into their daily livesIn this course, you will learn basic Word. You will learn how to create and manage Word documents, organize information in tables, perform calculations on data, create graphs and charts, organize your data I, and manage data automatically.Today, employers across many 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 your job prospects and increase your chances to be considered for most roles. |
| **11. Course objective***At the completion of this course the student should be able to:** Explain the importance of computer literacy.
* Define the term computer.
* Identify the essential components of a computer system.
* Differentiate between types of computer systems and their uses.
* Discuss the uses of the Internet and the World Wide Web.
* Identify the functions of computer software.
* List and explain the steps to buy a personal computer.
* Describe the process of computer programming.
* Identify major programming languages.
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| **12. Student's obligation**1- Attendance.1. Assignment
2. Homework
3. There examinations will be given, each 40%.
4. Final exam 60%.
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| **13. Forms of teaching**1- data show2- whiteboard |
| **14. Assessment scheme**1- Attendance 2%1. Assignment :5%
2. Homework :3%
3. There examinations will be given, each 30%.
4. Final exam 60%.

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| **15. Student learning outcome:*** Computer Literacy: Computer Components, Features, Categories
* Application Software and the World Wide Web
* Hands-on Microcomputer Applications: Word Processing
* Components of the System Unit: CPU, Memory, Expansion Slots, Ports, Buses, and Data Representation
* The Internet: World Wide Web, Internet Services, Netiquette, Security
* Buying a Computer: How to Purchase, Install, and Maintain a Personal Computer
* Computer Careers: Planning, Prerequisites, and Potential
* Security, Privacy, and Ethics
* Create and edit Word documents
* Create and perform data calculations with Excel spreadsheets.
* Manage your email and data in Databases
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| **16. Course Reading List and References‌:**[Books on Google Play](https://play.google.com/store/books)

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* Discovering Computers ©2016 (Shelly Cashman series) by Misty E. Vermaat
* Discovering Computers 2014, 1st Edition, Misty E. Vermaat, Purdue University Calumet, 2014 | Published

College Bookstore Wholesale.* Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions), 1st Edition,

©2014 by Misty E. Vermaat.Microsoft Office 2013: Brief (Shelly Cashman Series) 1st Edition, ©2013 ,by Misty E. Vermaat |
| **17. The Topics:** | **Lecturer's name** |
| Dler Salih Hasan

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| **Week** | **Theory** | **LAB and ASSIGNMENTS** |
| 1 and 2 | Course OverviewIntroducing Today’s Technologies: Computers, Devices, and the Web. | BootingIntro to Windows help and supportWindows/HELP |
| 3 - 5 | Connecting And Communicating Online: The Internet, Websites, and Media. | File managementCopy & move methods |
| 6 - 9 | Computers And Mobile Devices: Evaluating Options for Home and Work. | Word Processing |
| 10 - 12 | Computers And Mobile Devices: Evaluating Options for Home and Work. | Word Processing |
| 13 -14 |  Digital Security, Ethics, And Privacy: Threats, Issues, and Defenses. | Word Processing |
| 15 | Review | Spreadsheets/ |
|  | FINAL EXAM | FINAL LAB TEST |

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| **20. Question exams:****Q1/ Choose ALL correct answers**1. is absolutely no ownership such as copyright

(Public Domain, Open Source, Shareware, Retail)1. A \_\_\_\_\_ is someone who demands payment to stop an attack on an organization’s technology infrastructure.

Cyberterrorist, Script Kiddie, Cracker, Cyberextortionist1. Is a personal computer designed to be in a stationary location

(laptop computer, Desktop computer, Hand held computer, tablet)1. Embedded computer is used in:

(Robotics, Intelligent Machines, Automobiles, Consumer electronics, all of them)1. Number of users is ONE

(Game consoles, Embedded computers, Servers, Mobile computers)***Q2/ Count ONLY***1. Biometric devices
2. Enterprise Softwares
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