Department of English-EVENING

College of Basic Education

Salahaddin University-Erbil

Subject: Computer Skills

Course Book – 1st Year

Lecturer's name: Dr DLER M KHIDHR

Academic Year: 2022 - 2023 First Semester

Course Book

1. Course name	Computer Skills
2. Lecturer in charge	
3. Department/ College	Mathematics / Basic Education
4. Contact	e-mail: Tel: (optional)
5. Time (in hours) per week	Theory: 1 Practical: 2
6. Office hours	Availability of the lecturer to the student during the week
7. Course code	
8. Teacher's academic profile	
9. Keywords	Excel, Word, Power point, programing, Software

10. Course overview:

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 also learn other programs, such as PowerPoint, to create slides that will accompany oral presentations and speeches. Lecturers offer basic computer literacy for students to gain familiarity with hardware and software functionality. Students can also find tutorials with step-by-step instructions on learning computer basics. The days of textbook only research and handwritten submissions are over. With the advent of web-enhanced courses, student must possess basic computer skills in order to execute commands in basic computer applications. These basic computer skills help students excel in college and eventually carry over with them into the workforce. Exercising and advancing computer literacy skills can also lead to greater opportunities.

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.

11. Course objective:

- Give student's in-depth understanding of why computers are essential components in business, education and society.

- Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.
- Provide hands-on use of Microsoft Office applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.
- Provide foundational or "computer literacy" curriculum that prepares students for life-long learning of computer concepts and skills
- Recognize when to use each of the Microsoft Office programs to create professional and academic documents.
- Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.
- Learning and studying software or programing as per department requirements.

12. Student's obligation

- Student should attend lectures (theory part) and practicing in computer laboratories.
- Student should attend exams during the course.
- Home works
- Quizzes
- Team work projects

13. Forms of teaching

To achieve the objectives of the course, the following methods and techniques will be followed during teaching process:

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

The student must provide the following quizzes and exams during the course:

Effort (50 %)		Final Exam (50 %)	Total
Lab Practices*	Midterm Exam (Theoretical)	Theoretical	
35%	**15%**	**30%**	**100%**

* Quizzes and homework's are performed at the lab practices during the course.

15. Student learning outcome:

Students are expected at the end of the year will have the abilities to:

- 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:

Students may use the lecture notes and the following 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:	Lecturer's name
•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	Date ------

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.

•Work with a spreadsheet (MSEXCEL) of in-built Statistical and other functions and writing expressions,
•Apply the above practically.

•Creating Data Analysis option in Tools Menu, Chart wizard, functions (auto sum, average max, minimum, count and more functions)
•Apply the above practically.

• Use of Data Analysis Tools – Correlation and Regression, t-test for two samples, Creating Graphs.
•Apply the above practically.

•Microsoft power point, open it, power point window components. •Open new slide, slide layout, how to type in slides. • Insert slides, new slide, slide number, diagram, and chart. •Apply the above practically. • Design, select slide design, change design, Apply the above. •Practically and custom effects. •Use insert list and make animation to your slide. •Apply the above practically. •Seminar preparation by MS. PowerPoint •Define Internet explorer, searching, internet options. •Apply the above practically. •Internet options, history, home page, turn off pictures. •Apply the above practically •Creating E-Mali, send-resaving E-Mali& check inbox. •Apply the above practically. Networks WAN, LAN, types of networks, network devices.	
18. Practical Topics (If there is any)	
Computer skills for first stage one hour theory and two hours practice per week, means each subject after theory the student will attend the computer lab for practice, also home works or team works they will do in home.	2 hrs per week Date -----

19. Examinations:

1. *Compositional:*

In this type of exam, the questions usually start with Explain how, what are the reasons for…? Why…? How….?

Example

Q\ What are the benefits of using online storage? Name four Internet services that provide online storage?

Answer\ One of the biggest benefits of online storage is the ability to access data from anywhere. Online data storage also provides the ability to share files among different users. Examples: Sky drive Drop box Google drive I cloud

2. *True or false type of exams:*

In this type of exam, a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence.

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:

- Mobile phones should be turned off during the lecture time.
- Students should come to the lecture on time, if you are late, ask for permission and come in quietly.
- Class attending without lecture notes is not allowed.
- Try not to leave the class without a good reason, if you need it, leave quietly after permission.
- The Final Exam will include all topics of the lectures.
- Students should come in the lab on time. Late students will not be admitted to the lab without an acceptable reason, and they will get a zero grade for the missing lab.
- Leaving the group and wandering is not allowed.
- Using memory devices (USB, CD, DVD ….) with the lab computers is not allowed.
- Students are responsible for any loss or damage of devices.
- Damage to devices must be reported immediately

21. Peer review