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**Department of Statistics**

**College of Administration** **&** **Economy**

**University of Salahaddin**

**Subject: Computer Application**

**Course Book – (2 Semester; Year 1)**

**Lecturer's name: Dr. Mohammed Abdul Majeed**

**Academic Year: 2021/2022**

**Course Book**

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| **1. Course name** | **Computer application(Computer skills)** | |
| **2. Lecturer in charge** | **Dr. mohammed abdul majeed badal** | |
| **3. Department/ College** | **College of Administration & Economy**  **Department of Statistics** | |
| **4. Contact** | **e-mail:** [Mohammed.badal@su.edu.krd](mailto:Mohammed.badal@su.edu.krd) | |
| **5. Time (in hours) per week** | **Theory: 1 Tuesday A 11:30 -12:30, B 12:30-1:30**  **Practical: 2 Monday B 8:30-10:30 , A 10:30-12:30** | |
| **6. Office hours** |  | |
| **7. Course code** |  | |
| **8. Teacher's academic profile** | teaching in statistical dep. From 2002 in university of  For cancer in Regression and I have teach sampling,Regression,decision theory,Minitab Programming   1. I have ph.D in statistics from Mansora University in Egypte 2. I have earned a Master's Degree in Statistics from   Iraq. I have been teaching in Statistics department at  Mathematic& COMPUTER at University MOSUL in the  My main research areas lie in Statistics and Data missing and outlier in cross design ,  Salahddeen, and my search in ph.D  Salahddin University since 2002.  Wavelet filter and Roubest estimate,with a particular | |
| **9. Keywords** |  | |
| **10. Course overview:**  Introduction to computers and information systems focus on how computers work and how to apply them organization data processing ,refers to the collection of tools that make it easier to use, create, manage and exchange information. In this course we present an overview of the basic design of a computer system: how the different parts of a computer system are organized and various operations performed to perform a specific task. You would have observed that instructions have to be fed into the computer in a systematic order to perform a specific task. Computer components are divided into two major categories, namely, hardware and software. In this lesson we will discuss about hardware, i.e., the machine itself and its connected devices such as monitor, keyboard, mouse etc., as well as software that makes use of hardware for performing various functions. | | |
| **11. Course objective:**  Students will improve their keyboarding, proofreading and document production skills.  Computer Applications is a course designed to help students develop the skills necessary for college and career readiness. This course focuses on:  1- Personal growth in word processing (keyboarding), proofreading, and producing professional documents using Microsoft Word.  2- Ability to create , design and edit excel worksheet  3- Create , design and edit PowerPoint Slide show  3- Understanding the main concepts of Data Base (Using Minitab program)  4- Experience working with email and Explore the Web and how to conduct search | | |
| **12. Student's obligation**  Attendance is an essential requirement and all students are normally required to attend all learning and teaching sessions associated with the course. The student must perform all required duties during the course such as assignments, reports or introduce seminars. Also student is required to take quiz, mid and final exams as scheduled and cannot be absent without a lawful excuse. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. | | |
| **13. Forms of teaching**  Whiteboard, Data Show and PowerPoint presentation will be used in the lectures, laboratory training and practical training.  A web site has been founded by the lecturer to upload all lessons, exams schedule, students’ marks and notes and all students are able to access it. | | |
| **14. Assessment scheme**  Assignments 20% At least five assignments during the two semesters  Exam 1 15% This Exam contains both theoretical and lab parts  Exam 2 15% This Exam contains both theoretical and lab parts  Final Exam 50% This Exam consists of two parts, laboratory part 20% and theoretical part 30% | | |
| **15. Student learning outcome:**  Upon completion of this course, students will:  • Be able to identify computer hardware and peripheral devices  • Identify types and characteristics of various classes of computers  • Recognize and understand the purpose of basic computer components and using windows framework.  • Identify types of operating systems and utility software  • Identify data compression formats, including audio and video formats  • Be familiar with software applications  • Accomplish creating basic documents, worksheets, presentations and databases  • Perform fundamental tasks common to most application software including print, save, edit, cut, copy, paste, format, spell and grammar check  • Use word processing software to create documents including basic components (e.g. lists, headers, footers) and reference components (e.g. footnotes, citations, bibliographies)  • Use spreadsheet software to create workbooks including simple formulas with both relative and absolute cell references and charts  • Use presentation software to create a presentation including basic components (e.g. transitions, lists, WordArt)  • Distinguish the advantages and disadvantages of networks  • Experience working with email and explore the Web and how to conduct search  • Identify computer risks and safety  • Discuss topics in computer networks, including roles, types, components, and security  • Discuss safe computing practices, including threats to computer safety. | | |
| **16. Course Reading List and References‌:**  <https://sites.google.com/site/aiwiraq/home> | | |
| **17. The Topics:** | | **Lecturer's name** |
| Lesson 1-Chapter One: Introduction to Data and Information  Data, Data Type, Numbering System | | Dr. Mohammed Badal |
| Lesson 2-Chapter One: Introduction to Data and Information  Information and Information System | | Dr. Mohammed Badal |
| Lesson 3: Computer System  Computer Systems, Hardware & Software, Memory, CPU, Buses, Input and Output, Servers, Workstations, auxiliary and Peripheral Parts | | Dr. Mohammed Badal |
| Lesson 4-: Problem Solving  Algorithms , Mathematical and Logical Operations , Problem Statements | | Dr. Mohammed Badal |
| Lesson 5-: Problem Solving  Programming Languages , Basic Programming Statements , minitab | | Dr .Mohammed Badal |