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**Department of Biology**

**College of Science**

**University of Salahaddin**

**Subject: Computer skills**

**Course Book – (1st Year students)**

**Lecturer's name: Riyadh Saeed Agid**

**Academic Year: 2022-2023**

**Course Book**

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| **1. Course name** | **Computer System** | |
| **2. Lecturer in charge** | **Riyadh saeed agid** | |
| **3. Department/ College** | **physics/ Science** | |
| **4. Contact** | **e-mail: Riyadh.physics88@gmail.com** | |
| **5. Time (in hours) per week** | **16hrs./week** | |
| **6. Office hours** | **2 hrs./week** | |
| **7. Course code** |  | |
| **9. Keywords** |  | |
| **10. Course overview:**  **This course covers computing principles, fundamental aspects of computer science;**  **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, students will do weekly programming**  **Practices at the computer laboratory in order to enhance mastery of the key ideas and techniques**  **in introductory programming.** | | |
| **11. Course objectives:**  **1-Define the computer.**  **2-Define the components of the computer system.**  **3-Numbering system.**  **4-Introduce students to main components of a digital computer.**  **5- Demonstrate use of microcomputer applications:  word processing,       spread sheets and presentation software.**  **.** | | |
| **12. Student's obligation**  **1- -Student Should take at least 2 exams during the course.**  **2- There examinations will be given, each 40%.**  **3- Final** **exam 60%.**  **4- Attendance.**  **5-** **Lateness.**  **6- No Disrespectful to both the teacher and to your colleagues.**  **7- Weekly Quizzes: every lab you should take quiz** | | |
| **13. Forms of teaching**   * **Course book** * **Data show and power point.** * **Whiteboard.** | | |
| **14. Assessment scheme:**  **1-Attendance 2marks**  **2-** **Lateness 3marks**  **3- Quizzes and lab activates 5marks**  **4-Exam 1 30 marks**  **5-Exam 2 30 marks**  **6-Final exam 60 marks** | | |
| **15. Student learning outcomes:**   * **Students can get some understanding of main components of a digital computer.** * **Students can run some of the computer hardware, application software and Operating Systems** * **a good understanding about numbering system** * **A good knowledge about input and output devices.** * **A good knowledge about storage devices.** | | |
| **16. Course Reading List and References‌:**  **1-** **windows-7-tutorial.**  **2- Windows7-Advanced-TrainingManual**  **3- win7basic**  **4- Numbering systems**  **5-Word tutorial**  **6-** **Microsoft Word Definition and Terms - Web - WebCrawler \_files** | | |
| **17. Practical Topics** | |  |
| |  |  | | --- | --- | | **Week(s)** | **Subjects** | | 1 | **Introduction to Computer:**  What is Computer? (Characteristics of Computers; Basic Applications of Computer)  **Components of Computer System** (Input output and Central Processing Unit (CPU) Computer Memory; Concepts of Hardware and Software)  **Classification of computers**, **Representation of data/Information concepts of data processing**. | | 2 | **Introduction to Windows:**  **What is an operating system and basics of Windows**  (Using Mouse and Moving Icons on the screen)  The My Computer Icon, The Recycle Bin, Status Bar, Task Bar and Start Menu properties.  Running an Application, Windows Explorer Viewing of File, Folders and Directories; Creating and Renaming of files and folders; Opening and closing of different Windows)  **Windows Setting** (Control Panels; Wall paper and Screen Savers; Setting the date and Sound; Concept of menu Using Help),  **Advanced Windows** (Using right Button of the Mouse; Creating Short cuts; Basics of Window Setup; Notepad; Window Accessories).  **Lab:** Allow the student freely the computer experience each command rather than explaining in a theory class. | | 3-5 | **Elements of Word Processing**:  **Word Processing Basic** (An Introduction to Word Processing; Opening Word Processing Package; The File Tab; Using the Help; Using the Icons),  **Opening Documents and Closing documents** (Opening Documents; Save and Save AS; Page Setup; Printing of Documents; Display/Hiding of Paragraph Marks and Inter Word Space)  (Paragraph and Tab Setting; Text Selection; Cut, copy and paste; Font and Size selection; Bold ,Italic and Underline; Alignment of Text: Center, Left, right and Justify),  **Formatting the Text** (Changing font, Size and Color; Paragraph indenting; Bullets and Numbering; Use of Tab and Tab setting; Changing case),  **Handling Multiple Documents** (Opening and closing of Multiple documents; Cut, Copy and Paste across the documents; Saving of Clip boards),  **Table Manipulation** (Concept of table: Rows Columns and Cells; Draw Table; Changing cell Width and Height; Alignment of Text in Cell; Copying of cell; Delete/insertion of row and columns; Borders for Table)  **Printing** (Printing; Print Preview; Print a selected page).  **Lab:** Word Processing. | | 6-10 | **Spread Sheet**:  **Microsoft Excel** (Introduction to Microsoft Excel, Excel screen, Rows, Columns and cells.  **Manipulation of cells** (Enter texts numbers and dates; Creation of tables; Cell Height and Widths; Copying of cells),  **Providing Formulas** (Using basic functions/formalism a cell; Sum function; Average; Percentage; Logical if function and Other basic functions),  **Lab:** Spread sheets/Charts. | | 11 | **Exam.** | |  |  | |  |  | | |  |
| **18. Examinations:**  **1. In this type of exam the questions usually starts with definitions.**  **2-Fill the blanks.**  **3-Identify this( icon or shortcut)**  **4-chose True or False and correct the false statements.**  **5-chose the best answer.** | |  |
| **19. Extra notes:** | |  |
| **20. Peer review** | | |