Department of Physical Education

College of Education-Shaqlawa

University of Salahaddin-Erbil

Subject: Computer Skills

Stage: First

Lecturer's Name: Zanyar M. Mohammad

Academic Year: 2023-2024

Course Book

1. Course name	Computer Skills
2. Lecturer in charge	Zanyar Mutalib Mohammad
3. Department/ College	Physical Education / College of Education-Shaqlawa
4. Contact	e-mail: zanyar.mohammad@su.edu.krd Tel: +964(0)750 491 2320
5. Time (in hours) per week	4 hours
6. Office hours	8.30 A.M – 1.30 P.M on Saturdays and Wednesdays
7. Course code	
8. Teacher's academic profile	Master in Public Administration, College of Administration and Economics, Lebanese-French University (2011-2012) Bachelor in Statistics, College of Administration and Economics, University of Salahaddin (2007-2008)
9. Keywords	Computer, input and output devices, Windows, programmes, Microsoft Word, Microsoft Excel, tab, Home, Insert, Design, Layout

10. Course overview:
The importance of the use of computer is demonstrated. The general purpose of this course is to study and give explanations about the fundamental concepts, components, and programmes/software of computer.

11. Course objectives:
Provide a concise definition of computer. Elaborate on the importance of using computers. List the important components of a computer. Shade light on the types of input and output devices. Introduce operating system (OS) and Windows. Explain how to operate a computer, turning it on/off, how to create a folder, how to change some of the major settings. Describe Microsoft Word tabs, such as Home, Insert, and View, and commands. Introduce Microsoft Excel. Demonstrate the major tabs and commands. Apply the most common functions, for example, sum and average.

12. Student's obligation
Students should attend the classes (lectures). They also have to take the quizzes, mid-term and final examinations. Students have to show eagerness to learn and acquire new information and knowledge.

13. Forms of teaching
 Several forms of teaching will be used to reach the objectives of the course:
- PowerPoint presentation for the head titles and summary of conclusion.

- Use of whiteboard for more explanation of the complicated commands, or for drawing sketches.
- Use of computer lab for practicing the theoretical parts.
- Discussion for producing students of high-knowledge.
- Giving assignments/homework and taking quizzes in addition to the mid-term and final examinations for evaluating the students' knowledge.

14. Assessment scheme
The students are required to do two closed book exams during the semester besides the assignments;
  - **Mid- term Exam:** 40% (two exams at the mid of the semester)
    - 1st Midterm Exam: 20%
    - 2nd Midterm Exam: 20 %
  - **Final Exam:** 60%

15. Student learning outcome:
After completing this course, the students should be able to:
  - know about the correct definitions of the main components of a computer and the major concepts used in computer world,
  - list the essential parts of a computer,
  - operate a computer and use it efficiently, and
  - use and apply the main commands of Microsoft Word and Excel.

16. Course Reading List and References:
  - PowerPoint slides
  - Vermaat, Misty E. Microsoft Office 2013 Introductory. Cengage Learning, p.IT3. 2014.
  - Marshall Brain & Wesley Fenlon "How Computer Viruses Work" 1 April 2000. How Stuff Works.
  - Tutorials Point. (2021). Computer Fundamentals - Quick Guide. Basics of Personal Computer. Available at: www.tutorialspoint.com.

17. The Topics:

Week 1	**Chapter One** Introduction to Computer
Week 2	Computer Components: Hardware, Input Devices
Week 3	Central Processing Unit (CPU), Primary Memory, Secondary Memory
Week 4	Output devices, Software
Week 5	Unit of Measurements, Speed measurement, Computer classification

	Data, Information and Knowledge
Week 6	**Chapter Two**/ Introduction to Windows, History of Windows
Week 7	Restart, Sleep and Shutdown the System
Week 8	Windows And Its Components
Week 9	Mouse functions
Week 10	File extensions
Week 11	Changing the Computer Volume Settings, Setting Background of Desktop
Week 12	Create new folder and shortcut, Selecting and Moving icons
Week 13	**Chapter Three/** Introduction of Microsoft office Word
Week `14	Home, Insert
Week 15	Design, Layout
Week 16	References, Mailings
Week 17	Review, View
Week 18	**Chapter Four/** Introduction of Microsoft Excel
Week 19	Home, Insert
Week 20	Function / If, Sum, Average, Max, Min