



**Department of English**  
**Paitaxt Technical Institute**

**Subject: Computer Skills**

**Course Book – (First Grade)**

**Lecturer's name: Anmar Abdullah Mohammed**

**Academic Year: 2020/2021**

## Course Book

<b>1. Course name</b>	Computer Skills
<b>2. Lecturer in charge</b>	Anmar Abdullah Mohammed.
<b>3. Department/ College</b>	Department of English
<b>4. Contact</b>	e-mail: anmar.a.m@gmail.com Tel: (07705315786)
<b>5. Time (in hours) per week</b>	Practical: 2 Theory: 1
<b>6. Office hours</b>	
<b>7. Course code</b>	
<b>8. Teacher's academic profile</b>	<ul style="list-style-type: none"> <li>• Bachelor of Science (Hons) in Software Engineering with Multimedia, KL, Malaysia, 2007</li> <li>• M.Sc Information Technology, Kedah, Malaysia, 2010</li> </ul>
<b>9. Keywords</b>	Computer hardware and software program, Microsoft office 2010/2016, widows 7/10
<b>10. Course overview:</b>	
<p>Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. Lecture 4 hours per week. Applying the fundamentals of information systems used in business, the student demonstrates appropriate use of computers (hardware) and software applications (e.g. Microsoft Office Suite, Word processing, Cloud services, etc.) in a professional Business environment.</p>	
<b>11. Course objective:</b>	
<p>Gain a working knowledge of Microsoft Office Suite through assignments and daily use</p> <ol style="list-style-type: none"> <li>1- Understand and apply troubleshooting methodology to solve problems with technology</li> <li>2- Understand how software and hardware work together to perform computing tasks</li> <li>3- Understand and apply fundamentals of software and programming languages</li> <li>4- Develop an understanding of different technologies to determine short and long term career and educational goals</li> </ol>	
<b>12. Student's obligation</b>	
<p>The attendance of students in both lectures and laboratories will compulsory and have extra credits. The students are required to continuously follow the lectures and to submit their home works and assignments and to prepare for quizzes at any time that will be done. This is a part of evaluation and assessment. Beside this the students prepare their reports in the laboratory for each experiment will be done in the lab.</p>	
<b>13. Forms of teaching</b>	
<p>Contact hours: one theoretical weekly hour and two hours laboratory using training kids and software programs of windows 7/10, Microsoft office 2010/2016, Laboratory work includes a number of set experiments is taken during both first and second semester. The experiments are on computer applications.</p>	

**14. Assessment scheme****15. Student learning outcome:**

Applying the fundamentals of information systems used in business, the student demonstrates appropriate use of computers (hardware) and software applications (e.g. Microsoft Office Suite, Word processing, Cloud services, etc.) in a professional business environment.

- 1- When required to give oral presentations in a business environment, the student verbally organizes and communicates computer technology and technical concepts, processes, thoughts, ideas, and information effectively.
- 3- The student is able to identify, repair, and upgrade computer technology systems.
- 4- Asked to solve an IT-related problem, the student applies critical thinking and problem-solving skills using experience gained from research assignments, individual and group projects, and troubleshooting processes and practices.

**16. Course Reading List and References:**

<b>Text books</b>	<b>Discovering Computers ©2016, 1st Edition</b> Misty E. Vermaat, Susan L. Sebok, Steven M. Freund, Jennifer T. Campbell, Mark Frydenberg Published: © 2016 Print ISBN: 9781305391857	2- Caron, A., Giroux, L. and Douzou, S. (1989) 'Uses and Impacts of Home Computers in Canada', in Salvaggio, J. and Bryant, J. (eds) Media Use in the Information Age, Lawrence Erlbaum Assoc, Hillsdale, NJ, pp.,147-62.
<b>References</b>	Aune, M. (1996) 'The Computer in Everyday Life: Patterns of Domestication of a New Technology', in Lie, M and Sørensen (eds) Making Technologies Our Own? Domesticating Technology into Everyday Life, Scandinavian University Press, Oslo, pp.91-120.	2- Beckers, J., Mante-Meijer, E. and Schmidt, H. (2001) "Smart Home Seeking smart Owner" Anxiety related to Usage of Computer Technology in Dutch Homes. Paper presented at the conference 'Machines that Become Us' Rutgers University, New Brunswick, New Jersey, US, 18th-19th April.
<b>Others</b>	1- uttag, John. Introduction to Computation and Programming Using Python. MIT Press, 2013. ISBN: 9780262519632.	2- Guttag, John. Introduction to Computation and Programming Using Python: With Application to Understanding Data. MIT Press, 2016. ISBN: 9780262529624.

<b>17. The Topics:</b>	<b>Lecturer's name</b>
<p><b>Week 1</b> Introducing to Computers, Devices, and the Web.</p> <p><b>Week 2</b> Connecting and Communicating Online: The Internet, Websites, and Media.</p> <p><b>Week 3</b> Computers and Mobile Devices: Evaluating Options for Home and Work.</p> <p><b>Week 4</b> Programs And Apps: Productivity, Graphics, Security, and Other Tools.</p> <p><b>Week 5</b> Digital Security, Ethics, And Privacy: Threats, Issues, and Defences. Feature: Technology Timeline.</p> <p><b>Week 6</b> Computing Components: Processors, Memory, the Cloud, and More.</p> <p><b>Week 7</b> Input and Output: Extending Capabilities of Computers and Mobile Devices.</p> <p><b>Week 8</b> Digital Storage: Preserving Content Locally and in the Cloud.</p> <p><b>Week 9</b> Operating Systems: Managing, Coordinating, and Monitoring Resources.</p> <p><b>Week 10</b> Communicating Digital Content: Wired and Wireless Networks and Devices.</p> <p><b>Week 11</b> Building Solutions: Database, System, and Application Development Tools.</p> <p><b>Week 12</b></p>	<p>Lecturer's name: Anmar A.</p>

Working In The Enterprise: Systems, Certifications, and Careers.	
<b>18. Practical Topics (If there is any)</b>	

**Question 1** / Fill in the blanks with suitable words.

1-A computer performs the following operations:

.....Input.....,.....Processing.....,.....output.....,.....storage....

2- To store a character, computer requires .....8.....bits, or ...1.....bytes.

3- One kilo byte equal to .....1024... bytes.

4- The word of RAM is abbreviation of .....Random Access Memory

5- Hard disk and CD ROM are samples of .....Secondary.....Memory.

6- Speakers and scanners are samples of .....Hardware... ..

7- Software is ...non physical..... Component we can't touch and move.

8- Central processing unit (CPU) consists of three units, are:

Input device,.. CPU.....,.....output device.....

9- The collection of raw facts , figures and symbols in a computer is ...Data...

10- The mouse can used to accomplish the following tasks, .....R.C.....,L.C.....

.....D.C....., .....Dragging.....

**Question2/** write the steps and perform the following tasks in a computer.

- 1-Shut non responding program.
- 2- Setting the computer's Time and Date.
- 3- Change the resolution setting of the computer.
- 4- Setting the background of the desktop.
- 5- Changing the setting Language of the keyboard.
- 6- Installing and removing software.
- 7- Rename the folder.
- 8- Display the file or folder properties.
- 9- Hide and show files or folders.
- 10- Printing a file.

1-Shut non responding program.

Alt+Crtl+Delete ———>Click task manager ———> choose non responding program ———>End

2- Setting the computer's Time and Date.

start ———> control panel ———> click date and time ———>change date and time the adjust ———>  
ok

3- Change the resolution setting of the computer.

Right Click at any Place on the desktop → Click Screen Resolution → drop down list Labeled

change the resolution → ok

4- Setting the background of the desktop.

Right Click at any Place on the desktop → personalize → click theme or choose picture  
→ Save change

5- Changing the setting Language of the keyboard.

start → control panel → region and language → keyboard and languages →

change keyboard → add → select language → ok

6- Installing and removing software.

Insert CD → Double click on computer icon → Double click on CD → setup or install  
→ Double click on a file.

Start → control pane → program and features → choose program → Uninstall

7- Rename the folder.

Right click on the file → choose rename → type name → enter

8- Display the file or folder properties.

Select a file or folder → right click → Properties → type, size, location

9- Hide and show files or folders.

Select File(S)/Folder(S) → Right Click → properties → select hidden → ok

10- Printing a file

Open computer → organize → show hidden files → ok

10- Printing a file

Open file → File menu → print option → select printer → page range →  
number of copies → collate → print

### Question3/

1-List the selctions type of the computer desktop?

2- Draw the block diagram of a computer anatomy and name each block.

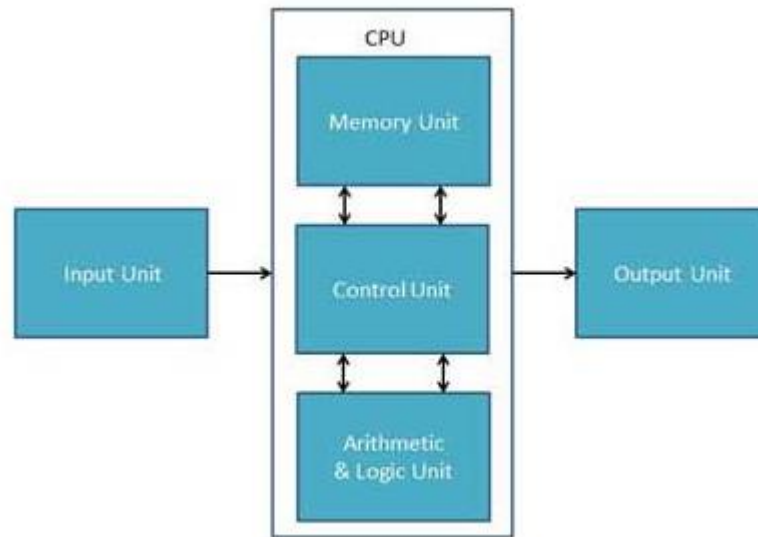
3- What are the main components of Microsoft windows

## ANSWERS:

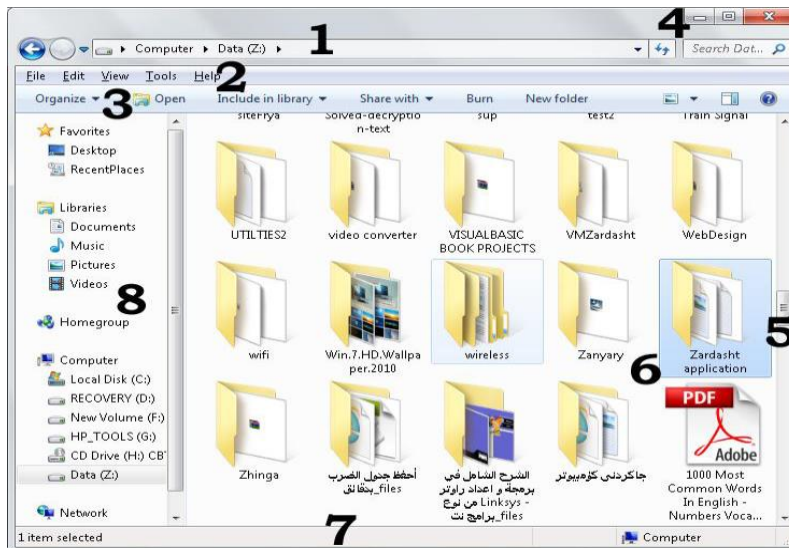
1- List the selections type of the computer desktop?

- 1- Single File Selection
- 2- Consecutive Selection:
- 3- Non-Consecutive Selection:
- 4- Dragging Mouse
- 5- Select All

2- Draw the block diagram of a computer anatomy and name each block



3- What are the main components of Microsoft windows



- 1- Address bar.
- 2- Menu Bar.
- 3- Tool Bar.
- 4- Control box (minimize, maximize and restore).
- 5- Scroll Bar.
- 6- Icons or Folders.
- 7- Status Bar.
- 8- Navigation Pane.

## **21. Peer review**

This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section.

*(A peer is person who has enough knowledge about the subject you are teaching, he/she has to be a professor, assistant professor a lecturer or an expert in the field of your subject).*