

Ministry of Higher Education and Scientific research



Department of Business administration

Paitaxt Institute

Subject: Computer Skills

Course Book – (Year 1)

M.Eng, Murthad Hussein Sabri

Academic Year: 2020/2021

Academic Year 2019 -2020

Paytaxt Tecghinal Institute
 Dept. of Computer Networks
 Lecturer: Murthad Hussein Sabri
 Course title: Computer Skills
 Credits: 3 hours



معهد بايتخت التقتى
 قسم شبكات الحاسوب
 اسم التدريسي: مرثد حسين صبرى
 عنوان الكورس: مهارات الكومبيوتر
 ساعات 3 عدد الساعات:

Course Book

1. Course name	Computer Skills
2. Lecturer in charge	Murthad Hussein Sabri
3. Department	Diseases Analysis
4. Contact	e-mail: eng.murthad86@gmail.com Tel: 07728449912
5. Time (in hours) per week	For example Theory: 1 Practical: 2
6. Office hours	6 hours 8:30- 02:30
7. Course code	
8. Teacher's academic profile	<p>1- head of Dept. of Technical of Computer engineering – two months / 2017 in AL-Kunooze university.</p> <p>2- Co-head of Dept. of Technical of Computer engineering – AL-Kunooze College university – 2016</p> <p>3- Co-head of Dept. of Technical of Computer engineering – AL-Kunooze College university – 2017.</p> <p>4- Co-head of Dept. of Technical of Computer engineering – AL-Kunooze College university – 2018.</p> <p>5- Co-head of Dept. of Technical of Computer engineering – AL-Kunooze College university – 2019.</p> <p>6- Examination Committee members in AL-Kunooze College university – 2016.</p> <p>7- Examination Committee members in AL-Kunooze College university 2017.</p> <p>8- Examination Committee members in AL-Kunooze College university – 2018.</p> <p>9- Examination Committee members in AL-Kunooze College university – 2019.</p> <p>10- Participate in many scientific fairs.</p> <p>11- Participate in international Conferences.</p> <p>12- Published more than five papers in scientific Journals.</p> <p>13- Committee member of preparing semester system.</p> <p>14- Teaching Digital Electronic – four years</p> <p>15 - Teaching Computer Organization – three years</p> <p>16- Teaching Electronics – four years.</p> <p>17- Knowledge of various computer software programs and design /implement all type of computer networks.</p> <p>18- Skill in oral and written technical and/or general communication and instruments and implements it.</p> <p>19 - Ability to perform more complex engineering computations, calculus,</p>

	<p>geometry, and trigonometry, rapidly and accurately. 20 - Ability to read and comprehend specifications, plans and shop drawings. 21- Ability to interpret and make decisions in conformance within established policies and practices.</p>
<p>9. Keywords</p>	<p>Windows, creation slides, Program Configuration</p>
<p>10. Course Overview: In this section the lecturer shall write an overview about the subject he/she is giving. The course overview must cover:</p> <ul style="list-style-type: none"> ▪ The importance of studying this subject is to get information's about what is Computer Skills and the implementation, the benefits of using of Microsoft office . Also Understanding of the fundamental concepts windows – 7. <p>This course covers the computer skills from the fundamental of computer knowledge reaching the advance applications by laboratory activities and go forward to practice nowadays information about this subject and newest computer networks components.</p>	
<p>11. Course objective: The Objectives behind giving this course can be listed as below:</p> <ul style="list-style-type: none"> • Learning windows 7 skills • Learning word office skills • <u>Learning PowerPoint skills</u> 	
<p>12. Student's obligation</p> <p>In this course, the attendance is one of the mandatory tasks for students, since the key idea behind each topic the subject would be given during the lab. Also assignments play an important role in keeping track of comprehending all the skills and problem-solving method of topics. Exams are the true criteria of measuring understanding of the student.</p>	
<p>13. Forms of teaching</p> <p>لیره ماموستا ریگهی وانه ووتنهوه دهنوسیت، بۆ نمونه: داتاشۆ و پاوه پۆینت، سهه تهخته رهش، تهخته سی، سمارت بۆرد یان مهلهمه... هتد</p> <p>The student get power point sheets online sent by the lecturer in addition of electronic and electrical instrument and devices Data show and board also used around the year</p>	
<p>14. Assessment scheme Breakdown of overall assessment and examination</p> <p>لیره ماموستا جۆری ههلسهنگاندن (تاقیکردنهوه مکان یان نهزمونهکان) دهنوسیت بۆ نمونه تاقیکردنهوه مانگانه، کویزهکان، بیرکردنهوهی رهخنهگرانه (پریزنتهیشن)، راپۆرت نووسین، ووتار نووسین یان ئامادهنبوونی خویندکار له پۆلدا... هتد. ئامانه چهند نمرهه له سهه ده بییت و ماموستا چۆن نمرهکان دابهشهکات؟</p>	
<p>15. Student learning outcome: In the end of this semester there is an importance for the student by he or she going to be able to understand the knowledge in which and how the Computer skills.</p>	
<p>16. Course Reading List and References:</p>	

<ul style="list-style-type: none"> ▪ references: <ol style="list-style-type: none"> 1- Microsoft office 2013 2- Computer skills 2011 	
17. The Topics:	Lecturer's name
<p><i>Lec. 1: Introduction: Computer</i></p> <p><i>Lec. 2: Computer Parts</i></p> <p><i>Lec. 3: Windows 7</i></p> <p><i>Lec. 4: Windows 7</i></p> <p><i>Lec. 5: Windows 7</i></p> <p><i>Lec. 6: PowerPoint</i></p> <p><i>Lec. 7: PowerPoint</i></p> <p><i>Lec. 9: PowerPoint</i></p> <p><i>Lec. 10: PowerPoint</i></p> <p><i>Lec.11: Word Office</i></p> <p><i>Lec. 12: Word Office</i></p> <p><i>Lec. 13: Word Office</i></p> <p><i>Lec. 14: Word Office</i></p> <p><i>Lec. 15: Word Office</i></p>	<p>Murthad Hussein</p>
18. Practical Topics (If there is any)	
<p>Computer Skills: the student should be able to act with or deal with the hardware devices. And introducing to types Application in windows 7, and making some tasks in Windows. Implementing different tasks using Windows 7 & Microsoft office.</p>	
19. Examinations:	
<p>1. Compositional: In this type of exam the questions usually starts with Explain how, What are the reasons for...?, Why...?, How....? With their typical answers Examples should be provided ALL typical questions like any scientific subjects.</p>	

2. True or false type of exams:

The Computer Architecture deal with the most higher level language.

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. Examples should be provided

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. Examples should be provided.

- 1- memory either vertically and horizontally . a- expanded, b- addressed, fetch the contents of memory.

20. Extra notes:

Here the lecturer shall write any note or comment that is not covered in this template and he/she wishes to enrich the course book with his/her valuable remarks. Lab is needed

21. Peer review

پیداچوونہوہی ھاوہل

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).

ئەم كۆرسىبووكە دەبىت لەلاپەن ھاوہلئىكى ئەكادىمىيە سەير بىكرىت و ناوہرۆكى بابەتەكانى كۆرسەكە پەسەند بىكات و جەند ووشەيەك بنووسىت لەسەر شىاوى ناوہرۆكى كۆرسەكە و واژووى لەسەر بىكات. ھاوہل ئەو كەسەيە كە زانىارى ھەبىت لەسەر كۆرسەكە و دەبىت پلەى زانستى لە مامۇستا كەمتر نەبىت.