Course Description Form

1. Course Name:	
Computer 1	
2. Course Code:	
UD13	
3. Semester / Year:	
spring semester/ 2024-2025	
4. Description Preparation Date:	
15/1/2025	
5. Available Attendance Forms:	
Full time (theoretical lecture + practical) weekly	
6. Number of Credit Hours (Total) / Number of Units (Total)	
75 hours – 3 units	
7. Course Administrator's Name (Mention All, If More Than One Name)	
Name: Akeel Ibrahim Mustaf **Email:** Akeelbdrany@uodiyala.edu.iq **Name : Rasha Amer Kazem**	
8. Course Objectives	
Teaching the student to be knowledgeable With the basic rules for dealing with and managing computers to help him complete projects, print matters, and prepare statistics. Charts, presentation creation, engineering design, etc. and because The emergence of the Internet as a means of communication available to everyone has made it very necessary for the student to learn how to use the computer due to the role of the Internet in many fields, including education, scientific research, commerce, and marketing through electronic correspondence, web pages, and electronic conversation.	
9. Teaching and Learning Strategies	

Cognitive objectives:
- The student's comprehension of the material
- The ability to analyze and apply what you have learned practically on the computer.
- The evaluation is done by presenting the material to the students in the laboratory and then applying it by them.

Course specific skill objectives:
- Direct questions and answers about the previous article
- Analyzing the student's ability to comprehend through the Home work is carried out at home and stored on discs to be displayed directly to students to see how much they have learned from the previous lecture.
- Showing educational films on the subject to reinforce the ability to learn.

10. Course Structure

Theoretical part

Week	Hours	Required learning outcomes	Unit or Subject	Learning Method	Evaluation Method
1	1	**Introduction to Computer: Hardware, software and components concepts; Concept of computing, data and information; Linking input, output and peripheral devices to the CPU**	**Computer 1**	**Lecture Dialogue & discussion Brainstorming**	**Daily, monthly and final exams and daily reports**
2	1	**Computer Components: Computer Parts, Hardware Parts, Input and Output Units, Memory Types**	**Computer 1**	**Lecture Dialogue & discussion Brainstorming**	**Daily, monthly and final exams and daily reports**
3	1	**Computer Components (Continued): Basic CPU Components, Computer Ports, Personal Computer (Features and Types)**	**Computer 1**	**Lecture Dialogue & discussion Brainstorming**	**Daily, monthly and final exams and daily reports**
4	1	**Operating System and GUI: Operating System; Basics of Common Operating Systems; User Interface, Use of Mouse Techniques**	**Computer 1**	**Lecture Dialogue & discussion Brainstorming**	**Daily, monthly and final exams and daily reports**
5	1	**Operating system and graphical user interface: use of common icons, status bar, use of menu and menu selection, concept of folders and directories, opening and closing different windows; creating shortcuts.**	**Computer 1**	**Lecture Dialogue & discussion Brainstorming**	**Daily, monthly and final exams and daily reports**
6	1	**Word Processing: Word processing basics; basic features of word processors; opening and closing documents; creating and manipulating text; formatting text and paragraphs; using templates to create documents.**	**Computer 1**	**Lecture Dialogue & discussion Brainstorming**	**Daily, monthly and final exams and daily reports**
7	1	**Word Processing (continued): Creating and managing tables, using styles and themes, spelling and grammar**	**Computer 1**	**Lecture Dialogue & discussion Brainstorming**	**Daily, monthly and final exams and daily reports**

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8	1	**Spreadsheets: Introduction to spreadsheet programs, creating and formatting worksheets. Sorting and filtering data, using and filtering formulas, using formulas and functions.**	**Computer 1**	**Lecture** **Dialogue & discussion** **Brainstorming**	**Daily, monthly and final exams and daily reports**
9	1	**Spreadsheets (continued): Using formulas and functions, Using pivot tables to analyze data, Validating data and checking for errors, Visualizing data: Creating charts and graphs.**	**Computer 1**	**Lecture** **Dialogue & discussion** **Brainstorming**	**Daily, monthly and final exams and daily reports**
10	1	**Presentation Software: Introduction to presentation software, overview of common presentation tools, creating a new presentation, using templates and themes, inserting and formatting text and images, transition effects and animations.**	**Computer 1**	**Lecture** **Dialogue & discussion** **Brainstorming**	**Daily, monthly and final exams and daily reports**
11	1	**Presentation Software (continued): Using speaker notes and timers, Advanced features: hyperlinks and action buttons, Troubleshooting common presentation problems, Future trends in presentation technology.**	**Computer 1**	**Lecture** **Dialogue & discussion** **Brainstorming**	**Daily, monthly and final exams and daily reports**
12	1	**Introduction to the Internet and Web Browsers: Basic Computer Networks; Local Area Network, Wide Area Network; Internet Concept and Applications; Internet Connection.**	**Computer 1**	**Lecture** **Dialogue & discussion** **Brainstorming**	**Daily, monthly and final exams and daily reports**
13	1	**Introduction to the Internet and Web Browsers (continued): World Wide Web; Web Browsers; Search Engines; Understanding URLs; Domain Name; IP Address.**	**Computer 1**	**Lecture** **Dialogue & discussion** **Brainstorming**	**Daily, monthly and final exams and daily reports**
14	1	**Communications and Email: Email basics; Getting an email account; Sending and receiving email; Accessing sent email; Using email; Collaborating on documents.**	**Computer 1**	**Lecture** **Dialogue & discussion** **Brainstorming**	**Daily, monthly and final exams and daily reports**
15	1	**Introduction to Cloud Computing and Services: Definition and Concept of Cloud Computing, GroupsCloud-based Office (Office 365 and Google Workspace), Google Docs, Google Sheets, Google Drive, and Google Meet.**	**Computer 1**	**Lecture** **Dialogue & discussion** **Brainstorming**	**Daily, monthly and final exams and daily reports**
Practical part					

Week	Hours	Required learning outcomes	Unit or Subject Name	Learning Method	Evaluation Method
1	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
2	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
3	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
4	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
5	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
6	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
7	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
8	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Observation Dialogue & discussion
9	2	the Internet and working on computers in the laboratory.	Computer 1	Dialogue & discussion	and final exams and daily reports
10	2	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
11	3	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
12	3	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
13	3	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports

14	3	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports
15	3	Presenting theoretical concepts through browsing the Internet and working on computers in the laboratory.	Computer 1	Observation Dialogue & discussion	Daily, monthly and final exams and daily reports

11. Course Evaluation

Examination
Monthly & daily exams with discussion questions inside the lecture .
The degree of participation in the questions related to the subject.

12. Learning and Teaching Sources

Required Textbooks (Curricular Books, If Any)	1. Graham Brown, David Watson, "Cambridge IGCSE Information and Communication Technology", 3rd Edition (2020) 2. Alan Evans, Kendall Martin, Mary Anne Poatsy, "Technology In Action Complete", 16th Edition (2020).
Main References (Sources)	1. Ahmed Banafa, "Introduction to Artificial Intelligence (AI)", 1st Edition (2024). 2. Microsoft Office 2019 Step by Step 1st Edition by Curtis Frye & Joan Lambert
Recommended Books and References (Scientific Journals, Reports...)	Iraqi academic journal
Electronic References, Websites	