



**Department of Architectural Engineering
College of Engineering
University of Cihan Campus / Sulaimaniay.**

**Subject: Computer Skills I
Course Book –Year-1 / Semester 1.**

Lecturer's name: Musaab Sami Al-Obeidy, MSc.

Academic Year: 2015/2016



Course Book

1. Course name	Computer Skills I								
2. Lecturer in charge	Musaab Sami Younus								
3. Department/ College	Architectural Engineering/ Engineering								
4. Contact	e-mail: arch.musaabsami@gmail.com Tel: 07502319265								
5. Time (in hours) per week	Theory: 1-hour Practical: 2-hour								
6. Office hours	All time work except teaching hours								
7. Course code									
8. Teacher's academic profile	Musaab Sami Younus is currently lecturer at Cihan University/Sulaimaniya. He got Bachelor from Mosul University/ Faculty of Architectural Engineering in 2009. He also got Master of Architecture Degree in 2015 from University Technology Malaysia (UTM)- Malaysia.								
9. Keywords	PC, Laptop, Hardware, Software, Microsoft Office.								
10. Course overview: Basic concepts of Information Technology, File management and personal computer.									
11. Course objective: This course is an introduction to the basic skills for using the computer. It depends mainly on the syllabus of the ICDL program V.5 . This course will represent the first two models of the ICDL program . At the end of this course the students have the basic skills of using the computer and will be able of passing the first two ICDL models test.									
12. Student's obligation -Quizzes suddenly happened without a prior notice. -Score on attendance. -If 5-minute late attendance, student will be considered as an absent.									
13. Forms of teaching Contact hours: 1 theoretical weekly hours + 2 practical weekly hours.									
14. Assessment scheme Students' assessment will be evaluated according to the following scheme <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Midterm theoretical exam</td> <td style="text-align: right;">25 marks</td> </tr> <tr> <td>Midterm practical exam, quizzes, activities and attendance</td> <td style="text-align: right;">25 marks</td> </tr> <tr> <td>Final theoretical exam</td> <td style="text-align: right;">25 marks</td> </tr> <tr> <td>Final practical exam</td> <td style="text-align: right;">25 marks</td> </tr> </table>		Midterm theoretical exam	25 marks	Midterm practical exam, quizzes, activities and attendance	25 marks	Final theoretical exam	25 marks	Final practical exam	25 marks
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Final theoretical exam	25 marks								
Final practical exam	25 marks								
15. Student learning outcome: At the end of this course, students will be able to: <ol style="list-style-type: none"> 1. Be able to use a computer comfortably 2. Have the ability to use Microsoft Windows 8 and manage files and folders. 3. Know how to use Microsoft Word 2007. 4. Know how to use Microsoft powerpoint 2007. 									
16. Course Reading List and References Lectures are uploaded to the university website.									

17. The Topics:	Lecturer's name
<p>The Syllabus</p> <p>Chapter 1: Basic Concepts of Information Technology</p> <ol style="list-style-type: none"> 1- Types of computer 2- Computer Services <p>Chapter 2: Hardware</p> <ol style="list-style-type: none"> 1- Motherboard & Processing Unit 2- Input Devices 3- Output Devices 4- Main Memory & its types 5- Secondary Storage Devices 6- Unites used in computer (bit/ byte, KB, MB, GB, TB, Hz) 7- Uninterrupted Power Supply (UPS) <p>Chapter 3: Software</p> <ol style="list-style-type: none"> 1- Operating System 2- Applicable program 3- Shutdown ant its types 4- Working with Folders 5- Understanding Graphical User Interfaces <p>Chapter 4: Microsoft Word 2007</p> <ol style="list-style-type: none"> 1- Introduction 2- Starting Word 3- Using The Interface 4- Using The Office Button 5- Using The Quick Access Toolbar 6- Using The Mini Toolbar 7- Using Contextual Tabs 8- Using Live Preview 9- Enter Text Into A Document 10- Moving Using The Keyboard 11- Saving A New Document 12- Closing A Document 13- Creating A New Document 14- Opening An Existing Document 15- Scrolling Using The Mouse 16- Moving Using The Keyboard 17- Selecting Text 18- Creating A New Folder 19- Renaming An Existing Document 20- Removing Characters 21- Deleting Selected Text 22- Replacing Selected Text 	<p>Musaab Sami Younus</p> <p>2-Hour</p> <p>Jan 1, 2016</p> <p>23. Cutting/Copying And Pasting Text</p> <p>24. Using Undo And Redo</p> <p>25. Previewing A Document</p> <p>26. Printing</p> <p>27. Resizing Screen Reading View</p> <p>28. Comparing Side By Side Documents</p> <p>29. Formatting Characters</p> <p>30. Changing An Existing Font</p> <p>31. Using Paragraph Formatting</p> <p>32. Modifying Paragraph Spacing</p> <p>33. Modifying Line Spacing</p> <p>34. Copying Text (Paragraph, Line, Or Word) Formats</p> <p>35. Typing A Numbered Or Bulleted List</p> <p>36. Adding Numbers Or Bullets To Text</p> <p>37. Changing A Bullet Or Number Style</p> <p>38. Tables</p> <p>39. Working with Photos</p> <p>40. SmartArt</p> <p>Chapter 5: Microsoft PowerPoint 2007</p> <ol style="list-style-type: none"> 1. Introduction 2. Typing in the slides 3. Design sides 4. Effects
18. Practical Topics (Lab)	

1	How to restart computer	19	Disk Cleanup	
2	How to shut down computer	20	How to hide a file	
3	How to switch user account	21	How to reconfigure the date and time of Personal Computer	
4	How to switch computer to sleep mode	22	How to search on folder in drive C: or all HDD	
5	Making computer in lock mode Making computer in log off	23	How to uninstall a program from computer (control panel → program and features)	
6	How to create - Folder - Text file	24	How to check if there is faulty Hardware. From Device manager.	
7	How to delete : - Folder - Text file	25	How to display system, windows type (RAM, CPU, O.S.) -Right click on my computer a Properties	
8	How to rename : - Folder - Text file	26	How to switch on among active window-7 applications	
9	How to copy and paste - Folder - Text file	27	How to add window-7 gadget	
10	How to cut and paste - Folder - Text file	28	Computer maintenance -Removing files from temp folder -Removing files from recent folder -Deleting files in download folder	
11	How to make shortcut of - Folder & Text file	29	How to add notification on Taskbar	
12	How to display properties of : - Folder - Text file - Drive	30	How to add taskbar left, right , top of the screen.	
13	-How to view desktop icon -How to arrange desktop icons	31	How to add desktop contents on Taskbar.	
14	How to hide Desktop icon	32	How to view task manager of the computer	
15	How to add gadgets on desktop	33	How to use Microsoft Word 2007	
16	How to change - Desktop icon - Show location of Mouse pointer - Account picture - Screen saver - Desktop background		How to use Microsoft PowerPoint 2007	
17	How to print screen and save it			
18	Disk defragmentation			

19. Examinations:

1. Example, Question: What are links of computer?.

2. True or false type of exams: Example: computer screen is input device.

3. Multiple choices

4. Mention the procedure of changing line spacing as an example.

20. Extra notes:

Involving students to do a Mini-Project simulating what they are learning.

21. Peer review