



Academic Year: 2023-2024

lecturer: Wafaa Mustafa Hameed

Computer Skills


1. Information on the Programme

1.1. Higher Education Institution	Cihan University Sulaimaniya
1.2. College	Science
1.3. Department	Computer Science
1.4. Field of Study	Computer Skills
1.5. Cycle of Study ¹	1
1.6. Specialization/ Study Programme	Computer Science
1.7. Form of Education	Full Time

2. Information on the Discipline

2.1. Discipline Name		Computer Skills						
2.2. Code		CUE31001						
2.3. Language:		English						
2.4. (Theory) Lecturer E-mail: Tel: Webpage, Google Classroom		Wafaa Mustafa Hameed Wafaa.mustafa@sulicihan.edu.krd 009647711549467 https://classroom.google.com/u/0/c/Mjg1NzI1NDE5NDA5						
2.5. Practical/Seminar/ Laboratory/ Project Lecturer e-mail: Tel: Webpage, Google Classroom		Wafaa Mustafa Hameed Wafaa.mustafa@sulicihan.edu.krd 009647711549467 https://classroom.google.com/u/0/c/Mjg1NzI1NDE5NDA5						
2.6. Year of Study	-2022 2023	2.7 .Semester	1 st	2.8. Assessment Type ²	Written exam, & CE	2.9. Discipline Status	Content ³ Mandatory ⁴	CD MD

3. Total estimated time (Teaching Hours per Semester)

University of Cihan Sulaimaniya											
College of Science											
Department: Computer Science											
Discipline: Computer Skills											
Stage: 1st											
											
Total Contact Hours:		52									
Total Self Study		56									
Total No. Hours:		108									
ECTS:		4.00									
Lecturer's name : Asst.Lecturer Wafaa Mustafa Hameed											
No. of Weeks	Contact Hours					Self Study					
	Theoretical	Practical	Lab.	Project	Visit	Quiz	Reading	Assignment	Report	Midterm Exam.	Final Exam.
1 st Week (Registration)	-	-	-	-	-	-	-	-	-	-	-
2 nd Week	2	2					1			10	20
3 rd Week	2	2					1				
4 th Week	2	2					1				
5 th Week	2	2					1	2			
6 th Week	2	2					1				
7 th Week	2	2					1				
8 th Week	2	2					1				
9 th Week	2	2				2	1			10	
10 th Week	2	2					1				
11 th Week	2	2									
12 th Week	2	2					1				
13 th Week	2	2					1				
14 th Week	2	2					1				
15 th Week (Final Exam.)		-	-	-	-	-	-	-	-	-	
16 th Week (Final Exam.)		-	-	-	-	-	-	-	-	-	-
TOTAL	26	26	0	0	0	2	12	2	0	20	20

4. Prerequisites (if applicable)

4.1 Curriculum-Related	Computer skills
4.2 Skills-Related	Microsoft Office Package And Window

5. Conditions (if applicable)

5.1. For the Theoretical	<ol style="list-style-type: none"> 1. Read and comprehend the textbook material. 2. Attend all the classes and take notes on class discussions. 3. Actively participate in class discussions and activities. 4. Submit all the assignments and the project on time. 5. Pass tests and quizzes.
5.2. For the Practical	All students are normally required to attend the Lab; take part in lectures through applying the exercises on the computer or as quizzes, and to implement projects.

6. Cumulated Specific Competences

Professional Competencies	<ul style="list-style-type: none"> ▪ Basic computer skills courses cover the most common usages of a computer, including a majority or all of the following: understanding the basic notions of computer manipulation; managing computer files, word processing, Power Point ; creating presentations; finding information and communicating
Transversal competences	<ul style="list-style-type: none"> • Almost every job today and jobs of the future require some technical knowledge. Learning more about computers and computer software required for the job is a competitive edge against others who may be applying for the same job • Computers also are mostly used to create newsletters, books, posters, magazines, and newspapers, among other things. They may be used in nearly any sort of publishing. Computers are used in both hardcopy and electronic publishing. Computers also play an important role in writing and producing content for websites; at the end of any tis course the students able to use the computer in best manner for different purposes.

7. Discipline Objectives (Based on the cumulated specific Competences)

7.1. General Objective	<p>After going through this lesson you would be able to:</p> <ul style="list-style-type: none"> • Explain basic organization of computer system; Explain different types of input and output devices. • Define Software and its classification • Distinguish between system software and application software. • Describe computer language and its classification; Familiarize with characteristics of computers. • Identify the basic components of a computer; Explain the importance of various units of a computer. • Differentiate between system software and application software. • Explain the importance of operating system. • Understanding the types of network and there Architecture
7.2. Specific Objectives	<p>The specific objective is to give the student the skills by using the Microsoft office word and PowerPoint professionally for future career; the windows and how to deal with the computer prosaically.</p>

8. Content

week	8.1. Theoretical-Number of Hours	Teaching methods	Observation
1	registration		
2	introduction (definitions and characteristics) of computer & Computer Component	lecture	1 lecture = 2 hours
3	Data Representation in the Memory	lecture ,	1 lecture = 2 hours
4	Parts of Computer	lecture	1 lecture = 2 hours
5	USB (Universal Serial Bus)	lecture , assignment	1 lecture = 2 hours
6	Motherboard content	lecture	1 lecture = 2 hours
7	MIDTERM EXAM 1		
8	Processors and its terminology	lecture	1 lecture = 2 hours
9	Types of Memory	lecture , Quiz	1 lecture = 2 hours
10	ODD and Power supply	Lecture,	1 lecture = 2 hours
11	MIDTERM EXAM 2		
12	peripheral devices and expansion cards	lecture	1 lecture = 2 hours
13	Bios	lecture	1 lecture = 2 hours
14	File management in windows	lecture	1 lecture = 2 hours

week	8.2. Practical Works–Number of Hours	Teaching methods	Observation
1	registration		
2	windows (how to create folders ,save files, delete files and folders, scan for bad sectors, delete temp. files, fragmentation)	lecture	1lecture = 2 hours
3	Microsoft office word (home tab)	lecture	1 lecture = 2 hours
4	Insert tab	lecture	1 lecture = 2 hours
5	Insert tab	lecture , assignment	1 lecture = 2 hours
6	Page layout & Design, References	lecture	1 lecture = 2 hours
7	MIDTERM EXAM 1		2 hour
8	Microsoft office PowerPoint (Home tab)	lecture	1 lecture = 2 hours
9	Insert tab	lecture , Quiz	1 lecture = 2 hours
10	Insert tab	Lecture	1 lecture = 2 hours
11	MIDTERM EXAM 2		2 hours
12	Design & transition tab	lecture	1 lecture = 2 hours
13	Design & transition tab	lecture	1 lecture = 2 hours
14	Animation	lecture	1 lecture = 2 hours

Compulsory Bibliography:

Key references:

Basic Computer Skills Made Simple (Made Simple Computer Series)

Optional Bibliography:

Essential Skills,A guide for learning basic practical computer skills needed for everyday living.

Linda Hobbs Collier, Training Package Development Facilitator

9. Assessment

Type of Activity	9.1. Assessment Criteria ²	9.2. Assessment Type	9.3. Percentage of the final Grade
9.4. Theoretical	Mid-term (30%)	Exam	%30 (20 +10)
9.5. Practical/ Seminar/Laboratory	Final-Exam (40%)	Exam	%40 (25 + 15)
9.6. Activity during Semester	Quizzes (15%) Assignment (15%)	Exam	%30 (15 +15)
Minimum performance Standards:			

Theoretical Lecturer	Wafaa Mustafa Hameed
Practice Lecturer	Wafaa Mustafa Hameed

Approved by the Curriculum development Committee:	
1	
2	
3	
Head of the Department/ Dean	

¹ Cycle of studies - choose one of the three options: Bachelor «1», Master «2», PhD. «3»

² (Exam: Oral Examination, Written Exam), and (Continous Evaluation(CE), Portfolio).

³ Discipline status (Content) - for the Bachelor level, choose one of the options: FD (Fundamental (**General**) Discipline), PF (Preparatory Disciplines in the Field), SD (Specialty Disciplines), CD (Complementary Disciplines), DU (Disciplines based on the University's options).

⁴ Discipline status (compulsoriness) - choose one of the options

- MD (Mandatory discipline),
- OD (Optional Discipline),
- ED (Elective (**Facultative**) Fiscipline).