|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **ISHIK UNIVERSITY FACULTY OF SCIENCE Department of INFORMATION TECHNOLOGY,2017-2018 Spring Course Information for IT 100 COMPUTER SKILLS** |

|  |  |
| --- | --- |
| **Course Name:** | COMPUTER SKILLS |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course type** | **Regular Semester** | **Theoretical** | **Practical** | **Credits** | **ECTS** |
| IT 100 | 2 | 1 | - | 4 | 2 |  |

 |
| **Name of Lecturer(s)-Academic Title:** | Bilal Ahmed - |
| **Teaching Assistant:** | Bahrin Ali, Avan Azad |
| **Course Language:** | English |
| **Course Type:** | Main |
| **Office Hours** | Monday- 14:00-16:00 |
| **Contact:** | Email:bilal.ahmed@ishik.edu.iq Tel:+9647714442612  |
| **Teacher's academic profile:** | BSc/Msc in Computer Engineering  |
| **Course Objectives:** | To introduce the student to a variety of terms, definitions, and concepts that apply to the design and use of computers, and to give “hands on” experience with Microsoft Office applications: Word, Excel, using Windows Operating System. And to teach basic internet usage and to print documents. Also lab assignments will be combined for a comprehensive study. Students will be thoroughly tested on their ability to recall facts about computers and the use of applications. |
| **Course Description (Course overview):** | To introduce the student to a variety of terms, definitions, and concepts that apply to the design and use of computers, and to give “hands on” experience with Microsoft Office applications: Word, Excel, using Windows Operating System. And to teach basic internet usage and to print documents. Also lab assignments will be combined for a comprehensive study. Students will be thoroughly tested on their ability to recall facts about computers and the use of applications. |
| **COURSE CONTENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Hour** |               **Date**               | **Topic** |
| **1** | 1 | 9-23/11/2017 | Orientation Program |
| **2** |  | 26-30/11/2017 | Computer Basics |
|  |  |  |  |
| **3** |  | 3-7/12/2017 | Computer Basics |
| **4** |  | 10-14/12/2017 | Introduction to Windows |
|  |  |  |  |
| **5** |  | 17-21/12/2017 | Creating files and folders. File adress and size descripition.Installing an Application |
| **6** |  | 24-28/12/2017 | Microsoft Word |
|  |  |  |  |
| **7** |  | 31/12/2017-4/1/2018 | Microsoft Word. Exercises |
| **8** |  | 7-11/1/2018 | Micosoft Excel |
|  |  |  |  |
| **9** |  | 14-18/1/2018 | Micosoft Excel Exercises |
| **10** |  | 21-25/1/2018 | Midterm Exam |
|  |  |  |  |
| **11** |  | 28/1-1/2/2018 | Micosoft powerpoint |
| **12** |  | 4/2-8/2/2018 | Micosoft powerpoint Exercises |
|  |  |  |  |
| **13** |  | 11/2-15/2/2018 | Utulities |
| **14** |  | 18/2-22/2/2018 | Utulities |
|  |  |  |  |
| **15** |  | 25/2-1/3/2018 | Final Exam |
| **16** |  | 4-8/3/2018 | Final Exam |
|  |  |  |  |

 |
| **COURSE/STUDENT LEARNING OUTCOMES**

|  |  |
| --- | --- |
|  |  |
| **1** | Getting know how to use computers as a user |
| **2** | Ability to use application softwares over OS |
| **3** | Learning installing needed and uninstalling unneeded applications |
| **4** | Ability to use Microsoft Windows as a user |
| **5** | Ability to use search engines and internet |

 |
| **COURSE'S CONTRIBUTION TO PROGRAM OUTCOMES**(Blank : no contribution, I: Introduction, P: Profecient, A: Advanced )

|  |  |  |
| --- | --- | --- |
|  | **Program Learning Outcomes** | **Cont.** |
| **1** | An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution |  |
| **2** | An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs |  |
| **3** | An ability to function effectively on teams to accomplish a common goal | I |
| **4** | An understanding of professional, ethical, legal, security, social, and economic issues and responsibilities |  |
| **5** | An ability to analyze the local and global impact of computing on individuals, organizations, and society | P |
| **6** | An ability to use current techniques, skills, and tools necessary for computing practice | P |
| **7** | An ability to use and apply current technical concepts and practices in the core information technologies of human computer interaction, information management, programming, networking, web systems and technologies |  |
| **8** | An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems | I |
| **9** | An ability to effectively integrate IT-based solutions into the user environment |  |
| **10** | An ability apply problem solving skills, core IT concepts, best practices and standards to information technologies |  |
| **11** | An ability to identify and evaluate organizational requirements and current and emerging technologies |  |
| **12** | An ability to select, design, integrate and administer IT-based solutions into the organizational environment |  |

 |
| **Prerequisites (Course Reading List and References):** | No Prerequisites Required |
| **Student's obligation (Special Requirements):** | Computer installed Microsoft Windows 10 OS and Microsoft Office applications |
| **Weekly Laboratory/Practice Plan:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Hour** |               **Date**               | **Topics** |
| 1 | 4 | 19-23/11/2017 | Orientation Program |
| 2 | 4 | 26-30/11/2017 | Computer Basics |
|  |  |  |  |
| 3 | 4 | 3-7/12/2017 | Computer Basics |
| 4 | 4 | 10-14/12/2017 | Introduction to Windows |
|  |  |  |  |
| 5 | 4 | 17-21/12/2017 | Creating files and folders. File adress and size descripition.Installing an Application |
| 6 | 4 | 24-28/12/2017 | Microsoft Word |
|  |  |  |  |
| 7 | 4 | 31/12/2017-4/1/2018 | Microsoft Word. Exercises |
| 8 | 4 | 7-11/1/2018 | Micosoft Excel |
|  |  |  |  |
| 9 | 4 | 14-18/1/2018 | Micosoft Excel Exercises |
| 10 | 4 | 21-25/1/2018 | Mid-Term |
|  |  |  |  |
| 11 | 4 | 28/1-1/2/2018 | Micosoft powerpoint |
| 12 | 4 | 4/2-8/2/2018 | Micosoft powerpoint Exercises |
|  |  |  |  |
| 13 | 4 | 11/2-15/2/2018 | Utulities |
| 14 | 4 | 18/2-22/2/2018 | Utulities |
|  |  |  |  |
| 15 | 4 | 25/2-1/3/2018 | Final Exam |
| 16 | 4 | 4-8/3/2018 | Final Exam |
|  |  |  |  |

 |
| **Course Book/Textbook:** | ICDL Word Processing,ICDL Spreadsheets |
| **Other Course Materials/References:** | Practical Sessions, Excersises, Presentation, Assignments |
| **Teaching Methods (Forms of Teaching):** | Lectures, Practical Sessions, Excersises, Presentation, Assignments |
| **COURSE EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| **Method** | **Quantity** | **Percentage (%)** |
| Participation | 1 | 5 |
| Quiz | 2 | 5 |
| Homework | 2 | 5 |
| Midterm Exam(s) | 1 | 25 |
| Lab/Practical Exam(s) | 1 | 10 |
| Final Exam | 1 | 40 |
| **Total** | **100** |
| **Examinations:**Essay Questions, Fill in the Blanks, Multiple Choices, Short Answers, Matching |  |  |

 |
| **Extra Notes:** |
| **ECTS (ALLOCATED BASED ON STUDENT) WORKLOAD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Quantity** | **Duration (Hour)** | **Total Work Load** |
| Course Duration (Including the exam week: 16x Total course hours) |  |  | 0 |
| Hours for off-the-classroom study (Pre-study, practice) |  |  | 0 |
| Assignments Mid-terms |  |  | 0 |
| Final examination |  |  | 0 |
| Other |  |  | 0 |
| **Total Workload** | **0** |
| **ECTS Credit (Total workload/25)** | **0** |

 |

**Peer review**

|  |  |  |
| --- | --- | --- |
| Signature: | Signature: | Signature: |
| Name: | Name: | Name: |
| Lecturer                                                                       | Head of Department                                                         | Dean |

 |