

## Course Description Form

1. Course Name: Computer Fundamentals (1)					
2. Course Code:					
3. Semester / Year:1 2025/2026					
4. Description Preparation Date:2025-2026					
5. Available Attendance Forms: Daily attendance					
6. Number of Credit Hours (Total) / Number of Units 3 Hours (Total) 30 week/2					
7. Course administrator's name (mention all, if more than one name)					
Name:					
Email :					
8. Course Objectives					
Course Objectives		<ul style="list-style-type: none"> <li>General Objective: To provide the student with skills in dealing with basic office applications, creating office files and documents, and using the operating system, as well as the basics of working within the digital environment.</li> <li>Specific Objective: To provide the student with knowledge in managing and using various computer applications.</li> </ul>			
9. Teaching and Learning Strategies					
Strategy		<ol style="list-style-type: none"> <li>1. Education Strategy Collaborative Concept Planning</li> <li>2- Brainstorming education strategy.</li> <li>3. Education Strategy Notes Series</li> <li>4- Presentation, training, discussion research and reports</li> </ol>			
10. Course Structure					
Week	Ho urs	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Student should be able to understand computer basics and its stages of development	Computer Basics: Concept of computer, lifecycle phases, and generation development	Using board and display screen	Presentations
2	3	Student should be able to customize and handle icons and change screen resolution	Computer Advantages & Fields: Its use and classifications by purpose, size, and data type	Using board and display screen	Quiz

3	3	Training the student on creating a new user, maximizing windows, showing the keyboard, and identifying hardware components	Computer Components	Using board and display screen	Presentations
4	3	Training the student on handling computer software licenses, their types, and the original source of programs	Concept of Computer Security and Software Licenses	Using board and display screen	Quiz
5	3	Student should be able to handle computer security	Computer Security and Software Licenses	Using board and display screen	Quiz
6	3	Student should be able to handle computer privacy	Electronic Ethics: Forms of violations, computer security, and computer privacy	Using board and display screen	Presentations
7	3	Student should be able to handle electronic hacking and its types, virus types/traits, and how to create a Backup for protection	Computer Software Licenses: Intellectual property, electronic hacking, malware, protection steps, and health impacts	Using board and display screen	Quiz
8	3	Student should be able to handle operating systems and format/partition the hard drive internally and externally	Definition of Operating Systems: Systems, functions, objectives, and classifications	Using board and display screen	Quiz
9	3	Training the student on installing Windows 7	Examples of Some Operating Systems	Using board and display screen	Participation
10	3	Student should be able to know the Start Menu, Taskbar, creating and saving a file on the desktop and handling windows and scroll bars	Desktop Components: Start Menu / Taskbar	Using board and display screen	Quiz
11	3	Student should be able to create a folder, change names, hide, restore, delete, and find the path	Folders, Files, and Icons	Using board and display screen	Quiz
12	3	Training the student	Window	Using board and	Quiz

		using the Control Panel	Operations & Desktop Backgrounds	display screen	
13	3	Student should be able delete a specific program and reinstall it	Windows Control Panel	Using board and display screen	Quiz
14	3	Student should be able know the Start Me Taskbar, file creation, And handling program windows Control Panel	Control Panel: Organizing files inside the computer, installing and deleting programs	Using board and display screen	Presentations
15	<b>3</b>		examinati		

#### 11. Course Evaluation

5 marks are calculated on reports  
5 points are calculated on daily exams  
5 degrees are calculated on the daily preparation  
And the rest of the grade is for the monthly exams

#### 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Computer Basics and Office Applications
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

1. Course Name: Computer Fundamentals (2)					
2. Course Code:					
3. Semester / Year:2 2025/2026					
4. Description Preparation Date:2025-2026					
5. Available Attendance Forms: Daily attendance					
6. Number of Credit Hours (Total) / Number of Units 3 Hours (Total) 15 week/2					
7. Course administrator's name (mention all, if more than one name)					
Name: Zahraa Husham Mohammed Email : <a href="mailto:Zahraa.husham@alzahu.edu.iq">Zahraa.husham@alzahu.edu.iq</a>					
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9. Teaching and Learning Strategies					
Strategy		<ol style="list-style-type: none"> <li>1. Education Strategy Collaborative Concept Planning</li> <li>2- Brainstorming education strategy.</li> <li>3. Education Strategy Notes Series</li> <li>4- Presentation, training, discussion research and reports</li> </ol>			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Student should be able to write extensive texts	Running Microsoft Word 2010	Using board and display screen	Presentations
2	2	Student should be able to create texts with different formats and print them	Microsoft Word 2010 Interface	Using board and display screen	Quiz

3	2	Practical training on texts within a document	File Tab, Home Tab	Using board a display screen	Presentations
4	2	Student should be able to search for a specific name and replace it	File Tab, Home Tab	Using board a display screen	Quiz
5	2	Student should be able to do page layout, view ta and training on writing te	Page Layout Tab, View Tab	Using board a display screen	Quiz
6	2	Student should be able to insert objects and train or writing texts professionally	Inserting objects in Microsoft Word 2010	Using board a display screen	Presentations
7	2	Student should be able to apply practical examples on page group and insert tab	Insert Tab, Pages Group	Using board a display screen	Quiz
8	2	Student should be able to insert tables	Tables Group	Using board a display screen	Quiz
9	3	Training student on Illustrations group	Tables Group	Using board a display screen	Participation
10	3	Recognizing the Start Menu and Taskbar; creating and saving a file on the desktop; handling program windows and scroll bars	Illustrations Group / Start Menu / Taskbar	Using board a display screen	Quiz
11	3	Student should be able to insert a specific image an practice those activities	Links group, Header & Footer group	Using board a display screen	Quiz
12	3	Student should be able to write texts, symbols, and equations	Text group, Symbols group	Using board a display screen	Quiz
13	3	Student should be able to write equations with addition, multiplication, and power, and enter data in tables	Additional tasks for Microsoft Word	Using board a display screen	Quiz
14	3	Student should be able to identify Excel interface an use it for equations, calculations, and data	Microsoft Excel	Using board a display screen	Presentations
15	3		examinati		

### 11. Course Evaluation

- 5 marks for reports.
- 5 marks for daily exams (Quizzes).
- 5 marks for attendance.
- Remaining marks for monthly and final exams.

### 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Computer Basics and Office Applications
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	