

Department of ......Business Administrations.....

College of ..... Business .....

University of ......Cihan / Sulaimaniya.....

Subject: Computer Skills/ Semester -1

Course Book – Year 1

Lecturer's name MSc,

Fahad Layth Malallah

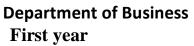
Academic Year: 2015/2016

Cihan University - Sulaimaniya

Department of Business First year



Course name		Computer skills		
Teacher in ch	narge	Fahad Layth Malallah		
Department		Business department		
Course link a	t the university			
Name of the	coordinator			
Course overv	view:			
mouse , batte changing mou defragmentat	ry ,etc) and second use pointer , create ion, and knowing v	e covered, the first part will be the <i>he</i> I part will be studying on <i>windows 7</i> account , delete account , changing vindow information and specificatio vill learn how to type in word with m	operating system s date and time, scre ns ,etc) .Then we w	such as (creating files, text, een saver, Disk cleanup and
Course object				
2. The studen	t will be able to use	ll computer hardware parts e windows 7 and familiar with its pro pe in Microsoft office word with man	•	ctionality
Course Read	ing List and Refer	ences		
Key references		Useful references		Magazines and review (internet)
References for	_			
Course assessment	Midterm exam	Quizzes and attendance	Prae	ctical (Final Exam)
	As (40 %)	As (10 %)		As (50 %)





Week No.	Subject title	Lab experiment			
1	Computer Hardware	Lab			
2	<ul> <li>-Operating system (Window 7): How to create, Copy &amp; paste, delete, rename, file, Folder, Text.</li> <li>-How to arrange desktop icons.</li> <li>-How to sort desktop icons.</li> <li>-Setting Desktop (Screen Resolution).</li> <li>-How to add Gadgets in Desktop.</li> <li>-How to hide desktop icons, gadgets.</li> <li>- Personalize (Properties).</li> <li>A- View and change Desktop Icon.</li> <li>B- How to change mouse pointer.</li> <li>C- Change Account Picture.</li> <li>D- Themes.</li> <li>E- Setting Screen Saver.</li> <li>F- Desktop Background.</li> </ul>	Lab			
3	<ul> <li>Operating system (Window 7)</li> <li>-How to reconfigure the date and time of Personal Computer.</li> <li>-How to print the screen and save it as a photo.</li> <li>Computer Maintenance: <ul> <li>A- Remove files from temporary files.</li> <li>B- Remove files from recent.</li> <li>C-Disk defragmentation to speed up the access of RAM to the HDD.</li> <li>D-How to make disk cleanup.</li> </ul> </li> <li>Computer User Account: <ul> <li>A- Create.</li> <li>B- Set Password.</li> <li>C- Delete the account.</li> </ul> </li> </ul>	Lab			
4	Operating system (Window 7) -Start Menu: A-Control panel menu (how to uninstall, Set a language, date, printer, device manager, windows details by going to system). B-How to search on file inside the HDD. C-How to hide file by folder option - How to know information about the window type, bit. Control panel → System Or write: dxdiag	Lab			
5	Microsoft Words -Office button - New , open, save ,save as , print ,send ,close -Home will contain - font ,paragraph , styles ,editing, clipboard	Lab			

## **Department of Business** First year



6	Microsoft Words -Insert button (pages , tables , illustration , links , header and footer, text, symbols)	Lab
7	Microsoft words Page layout button (themes, page setup ,page background ,paragraph , arrange )	Lab
8	Microsoft Words Reference button	Lab
9	Microsoft Words	Lab
	Mailing button	
10	Microsoft Words Review button	Lab
11	Microsoft Words View button (document views , show/hide ,zoom ,window)	Lab
12	Microsoft Words         Design button         (table style option , table style , draw borders )	Lab
13	Microsoft Words	Lab
	Layout button (table, rows and columns , merge , cell size , alignment ,data)	
14	Microsoft Words Revision	Lab
15	Microsoft Words Project	Lab