



**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**



Course name	Computer skills		
Teacher in charge	Fahad Layth Malallah		
Department	Business department		
Course link at the university			
Name of the coordinator			
Course overview:			
<p>In this course, three parts will be covered, the first part will be the <i>hardware parts</i>, which contains (monitor ,CPU, mouse , battery ,etc) and second part will be studying on <i>windows 7 operating system</i> such as (creating files, text, changing mouse pointer , create account , delete account , changing date and time, screen saver, Disk cleanup and defragmentation, and knowing window information and specifications ,etc) .Then we will study in third part <i>Microsoft office word</i> where the student will learn how to type in word with many options.</p>			
Course objective:			
<ol style="list-style-type: none"> <li>1.The student will be familiar will computer hardware parts</li> <li>2. The student will be able to use windows 7 and familiar with its properties and its functionality</li> <li>3. The student will be able to type in Microsoft office word with many options</li> </ol>			
Course Reading List and References			
Key references	Useful references	Magazines and review (internet)	
References for this topic			
Course assessment	Midterm exam	Quizzes and attendance	Practical (Final Exam)
	As (40 %)	As (10 %)	As (50 %)



Department of Business  
First year

Week No.	Subject title	Lab experiment
1	Computer Hardware	Lab
2	<ul style="list-style-type: none"> <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).               <ul style="list-style-type: none"> <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> </li> </ul>	Lab
3	<p>Operating system (Window 7)</p> <ul style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <li>A- Create.</li> <li>B- Set Password.</li> <li>C- Delete the account.</li> </ul> </li> </ul>	Lab
4	<p>Operating system (Window 7)</p> <ul style="list-style-type: none"> <li>-Start Menu:               <ul style="list-style-type: none"> <li>A-Control panel menu (how to uninstall, Set a language, date, printer, device manager, windows details by going to system).</li> <li>B-How to search on file inside the HDD.</li> <li>C-How to hide file by folder option</li> </ul> </li> <li>- How to know information about the window type, bit.</li> </ul> <p>Control panel → System Or write: dxdiag</p>	Lab
5	<p>Microsoft Words</p> <ul style="list-style-type: none"> <li>-Office button               <ul style="list-style-type: none"> <li>- New , open, save ,save as , print ,send ,close</li> </ul> </li> <li>-Home will contain               <ul style="list-style-type: none"> <li>- font ,paragraph , styles ,editing, clipboard</li> </ul> </li> </ul>	Lab



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