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| |  | | --- | | **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 | |