



**Department of media**

**College of Administration**

**Erbil polytechnic University**

**Subject: Computer**

**Course Book :(fist couse )**

**Lecturer's name: MSc. Azhy akram aziz**

**Academic Year: 2022/2023**

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# Course Book

<b>1. Course name</b>	<b>Principle of computer</b>
<b>2. Lecturer in charge</b>	<b>Azhy akram aziz</b>
<b>3. Department/ College</b>	<b>Media / Administration</b>
<b>4. Contact</b>	e-mail: azhy.aziz@epu.edu.iq Tel: (07506466669)
<b>5. Time (in hours) per week</b>	<b>Theory: 1 hours</b> <b>Practical: 2 hours</b>
<b>6. Office hours</b>	monday 8:30 to 11:30
<b>7. Course code</b>	
<b>8. Teacher's academic profile</b>	2011-2012 Graduated from College of Administration and Economic, sulaymania University with Good
<b>9. Keywords</b>	Information System . Function, Financial, Accounting Practice, Data Analysis, Banking, Matrices, <b>risk and insurance</b> ,
<b>10. Course overview:</b> Information technology refers to the collection of tools that make it easier to use, create, manage and exchange information. In this course we present an overview of the basic design of a computer system: how the different parts of a computer system are organized and various operations performed to perform a specific task. You would have observed that instructions have to be fed into the computer in a systematic order to perform a specific task. Computer components are divided into two major categories, namely, hardware and software. In this lesson we will discuss about hardware, i.e., the machine itself and its connected devices such as monitor, keyboard, mouse etc., as well as software that makes use of hardware for performing various functions.	
<b>11. Course objective:</b> <b>Students will improve their keyboarding, proofreading and document production skills.</b> <b>Computer Applications is a course designed to help students develop the skills necessary for college and career readiness. This course focuses on:</b> 1- Personal growth in word processing (keyboarding), proofreading, and producing professional documents using Microsoft Word. 2- Ability to create , design and edit excel worksheet 3- Create , design and edit PowerPoint Slide show 3- Understanding the main concepts of Data Base (Using Microsoft Access) 4- Experience working with email and Explore the Web and how to conduct search	
<b>12. Student's obligation</b> Attendance is an essential requirement and all students are normally required to attend all learning and teaching sessions associated with the course. The student must perform all required duties during the course such as assignments, reports or introduce seminars. Also student is required to take quiz, mid and final exams as scheduled and cannot be absent without a lawful excuse. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence.	

### **13. Forms of teaching**

**Whiteboard, Data Show and PowerPoint presentation will be used in the lectures, laboratory training and practical training. A web site has been founded by the lecturer to upload all lessons, exams schedule, students' marks and notes and all students are able to access it.**

### **14. Student learning outcome:**

**Upon completion of this course, students will:**

- **Be able to identify computer hardware and peripheral devices**
- **Identify types and characteristics of various classes of computers**
- **Recognize and understand the purpose of basic computer components and using windows framework.**
- **Identify types of operating systems and utility software**
- **Identify data compression formats, including audio and video formats**
- **Be familiar with software applications**
- **Accomplish creating basic documents, worksheets, presentations and databases**
- **Perform fundamental tasks common to most application software including print, save, edit, cut, copy, paste, format, spell and grammar check**
- **Use word processing software to create documents including basic components (e.g. lists, headers, footers) and reference components (e.g. footnotes, citations, bibliographies)**
- **Use spread sheet software to create workbooks including simple formulas with both relative and absolute cell references and charts**
- **Use presentation software to create a presentation including basic components (e.g. transitions, lists, WordArt)**
- **Distinguish the advantages and disadvantages of networks**
- **Experience working with email and explore the Web and how to conduct search**
- **Identify computer risks and safety**
- **Discuss topics in computer networks, including roles, types, components, and security**
- **Discuss safe computing practices, including threats to computer safety.**

### **16. Course Reading List and References:**

- **Key references: data vs information, numerical system ,computer system, Microsoft word ,Microsoft PowerPoint, network, IP, sharing folders**
  - **Useful references:**
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Books:- Information Systems and Technology, 2008, Jae K.shin,  
Word processing 2007 , 2007, John Gendall  
Computer networks, 2008,Dr.sarah Richard  
Microsoft PowerPoint ,2010,susan sebok ,gary shelly

▪ Magazines and review (internet): www. Microsoft.com and www.fanctionx.com .

## 17. The Topics:

	<b>Chapter One : Data and information and number system,</b>	
Week 1	Lesson 1	Introduction to Data and information ,data type, differences between data and information
	Lesson 2	Introduction to numbering system /common type of number system
	Lesson 3	Convert between decimal and binary system and vice versa
	<b>Chapter Two : Computer system</b>	
Week 2	Lesson 4	Definition of computer and types of it
	Lesson 5	Hardware/input and output devise
	Lesson 6	Software /operating system
	Lesson 7	software application
	<b>Chapter Three : Install windows</b>	
Week 3	Lesson 8	install windows step by step
	Lesson 9	Partition the Memory
	Lesson 10	Start menu , Control panel ,My computer
Week 4	Lesson 11	Drivers
	Lesson 12	Install applications and uninstall applications
	Lesson 13	Create folders and files and Delete folders and files
	<b>Chapter Four : Microsoft Word</b>	
Week 5	Lesson 14	Introduction to Microsoft word
	Lesson 15	File ,Open Microsoft word and close ,save ,save as . .
Week 6	Lesson 16	Copy , paste , pastes special, fonts. Paragraph, form
	Lesson 17	Insert new page, ,link , page footer and header , insert numbering page and equation

	Lesson 18	Page layout
	<b>Chapter Five : Working with Page Layout and Printing</b>	
Week 7	Lesson 19	Creating Headers and Footers
	Lesson 20	Adjusting Margins and Orientation
	Lesson 21	Adding Print Titles, Gridlines and Headings
	<b>Chapter Six: design page or table</b>	
Week 8	Lesson 22	Table style and property
	Lesson 23	Draw borders ,table Eraser
Week 9	Lesson 24	Insert raw and insert column's
	Lesson 25	Split cell ,split table ,auto fit
Week 10	Lesson 26	Working with alignment ,cell margin's
	Lesson 27	Sorting data
	Lesson 28	Formula ,simple calculation ,( Sum, Avg, Min, Max, Count)
	<b>Chapter Six: Microsoft power point and tables Microsoft excel</b>	
Week 11	Lesson 29	Introduction to Microsoft PowerPoint,
	Lesson 30	Open and close Microsoft power point ,insert new slide
Week 12	Lesson 31	Transition ,timing
	Lesson 32	Animations ,advance animation
	Lesson 33	Slide show ,recording slide show
Week 13	Lesson 34	Introduction Microsoft excel
	Lesson 35	Open and close Microsoft Excel ,table
	Lesson 36	Formulas (avg,sum,count ,division,minus)(logical if )
Week 14	Lesson 37	Complex If and (count , and, or)
	Lesson 38	Review
	<b>Chapter computer network</b>	
Week 16	Lesson 39	Introduction to computer net work
	Lesson 40	Network components

	Lesson 41	Type of computer networks (wan,Lan)
Week 17	Lesson 42	Topology ,ring ,bus ,wireless
	Lesson 43	Share printing and files
Week 18	Lesson 44	Internet protocol (Ip)
	Lesson 45	Routers ,hubs,
	<b>Chapter Eight : internet and web</b>	
Week 19	Lesson 46	Introduction to internet
	Lesson 47	Website ,home page and web page
	Lesson 48	Static and dynamic page
Week 20	Lesson 49	What is Html
	Lesson 50	What is server
	Lesson 51	Using an beginner code in Html
	<b>Chapter Nine: emailing</b>	
Week 21	Lesson 52	Introduction to email
	Lesson 53	Create email
	Lesson 54	Send email and receive messages

**19. Examinations:**

**1. Compositional:** In this type of exam the questions usually starts with Explain how, What are the reasons for...?, Why...?, How....?

**Q/ Define the following:**

**Output Devices.**

An output device is any piece of computer hardware used to display the data (information) to the user either in the form of hard copy or soft copy such as (monitors, speakers and printers), etc.

**Memory.**

Computer Memory is the internal storage areas in a computer that are used to temporarily or permanently store data or instructions to be executed.

**3. The Universal Serial Bus (USB):**

is a newer port that is used by new peripheral devices such as flash memory stick, External Hard disk, Digital Camera, etc. This is the preferable method for connecting the new devices because they are Plug-and-Play devices, which means you can connect these devices and start working with them immediately. No need to restart the PC or even perform a setup for the new device to work.

**2. True or false type of exams:**

In this type of exam a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence.

True or false

-1024 MB equal 1GB

(True)

-8 Byte equal 40Bits?

(False)

**3. Multiple choices:**

In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase.

**20. Extra notes:**

**21. Peer review:**