Republic of Iraq
The Ministry of Higher Education and
Scintific Resrearch
Supervision and Scientific Evaluation Body

College : Shatt Al Arab University College
Department : Computer Science
Stage: first stage
Lecturrer Name:Khalid Hameed
Academic Status:Assistant Lecturar
Qualification: Lecturrer at :
Shatt Al Arab University

Course Weekly Outline

Course Lecturer	Khalid Hameed Zaboon	
e-mail	Khalid.hameed@sa-uc.edu.iq	
Title	Computer Skills	
Course Coordinator	Courses	
Course Objective	• Describes the concept of personal computer operating systems, their functions, importance and features. • Focus on understanding the basics of business administration applications. • Focusing on clarifying network and internet applications and how to manage them on the computer	•
Course Description	• Practicing communication skills with others, teamwork and cooperative work in accomplishing the required assignments • Proficient in research, report writing, presentation, discussion, and Internet search skills in relation to course topics • Masters critical and analytical thinking and problem solving skills	•
Textbook	• Steve Schwartz (2010). Microsoft Office 2010 for Windows: Visual QuickStart (Visual QuickStart Guides). Peachpit Press. • Gary B. Shelly, Misty E. Vermaat (2010). Microsoft Office 2010: Brief. Cengage Learning.	
References	• Any ECDL, ICDL or IC3 books	

Course Assessment	Term Exam	Project	practical	Quizzes and Attendance	Final Exam
	30	–	5	5	60

General Notes		

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Week	Date	Topics Covered	Number of Hours	Notes
1	11/22	Introduction to Operating Systems	3	
2	11/29	application software Understanding	3	
3	12/6	Computer viruses	3	
4	12/13	Network	3	
5	12/20	Internet	3	
6	12/27	Introduction to Operating Systems	3	
7	1/3	application software Understanding	3	
8	1/10	Web Page & Application	3	

Lecturer signature   **Head of Department Signature**