

Republic of Iraq
Ministry of Higher
Education and Scientific
Research
Supervision and Scientific
Evaluation Apparatus



University: Shatt Al-Arab
College: Engineering
Department: Oil and Gas Engineering
Stage: 1st stage
Lecturer name: Khaled A. Saber
Academic title: Assistant Lecturer

Course Weekly Outline

Name	Khaled A. Saber			
E-mail address				
Course name	Computer Science			
Course objective	Identify the most important components and basics of the computer, understand algorithms and flow charts, and learn how to use computer programs (Word, Excel, and Power Point)			
Course description	The course aims to introduce the student to computer science in general and how to use computers, starting with the general software that all learners need, and then entering the software that is more and more related to the specialization, such as accounting programs, report preparation programs, as well as engineering drawing programs. In order to be able to use more specialized programs such as analysis and engineering design programs in the more advanced stages			
References	Computer basics and office applications			
External sources	Microsoft Office Step by Step			
Course assessment	Lab.	Quizzes and assessment	Mid-term exam	Final exam
	10	30	10	50
General notes				

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Week No.	Theoretical	Experimental	Aims
1	Introduction to computer		Understanding and assimilating the foundations of computer science, its physical components, and software, including the operating system and office applications, so that the student can manage and build a learning curriculum that is appropriate to the study of civil engineering.
2	Computer programming language		
3	Operating System (Windows)	Experimental lessons	
4	Operating System (Windows)	Experimental lessons	
5	Flowcharts		
6	Algorithms		
7	Introduction to Microsoft Word	Experimental lessons	
8	Word Tutorial	Experimental lessons	
9	Word Tutorial	Experimental lessons	
10	Introduction to Microsoft Excel	Experimental lessons	
11	Find solutions for various mathematical operations	Experimental lessons	
12	How to insert different functions using Excel	Experimental lessons	
13	Draw charts using Excel	Experimental lessons	
14	Introduction to Power point	Experimental lessons	
15	prepare a presentation using Power point	Experimental lessons	