

Course description form

1.	Course Name:
	Computers / first stage
2.	Course Code:
3.	Semester
	Yearly
4.	description preparation date :
	10/1/2023
5.	Available attendance forms:
	attendance only
6.	Number of credit hours (total)/number of units (total):
	90 hour . 3 hour a week
7.	course administrator name (mention all, if more than one)
	the name: Dr.. Sundus Hatem Majeed Email: sundus.majeed@cofarts.uobaghdad.edu.iq
8.	Course objectives
	<ul style="list-style-type: none">- Teaching the student how to deal with a computer and use its physical and non-physical components- Motivating the student to follow up on computer devices, accessories, and operating programs and their development and keep pace with the technical and technological developments of the era

9. Teaching and learning strategies	
The strategy	<ol style="list-style-type: none"> 1. Education strategy collaborative concept planning. 2. Teaching strategy brainstorming. 3. Education strategy notes series
10. Course structure	

week	hours	Required learning outcomes	unit or subject name	Learning method	Evaluation method
1	3 hours	Computer basics and office applications	Computer basics	lecture	Daily Exams Weekly Exams , monthly Exams End of year exam
2	3 hours		Computer generations	lecture	
3	3 hours		Types of computers	lecture	
4	3 hours		Advantages and dis advantages of using computers	lecture	
5	3 hours		The physical parts of a computer	lecture	
6	3 hours		Software	lecture	
7	3 hours		Numbering systems in computers	lecture	
8	3 hours		Your personal computer	lecture	
9	3 hours		Computer security	lecture	
10	3 hours		Software licenses	lecture	
11	3 hours		Security risks	lecture	
12	3 hours		Malware and viruses	lecture	
13	3 hours		Protecting the computer from hacking	lecture	
14	3 hours		Computer harm to health	lecture	
15	3 hours		First semester exam		
Holiday					
16	3 hours		Computer operating system	Lecture + laborate	
17	3 hours		Operating system functions and goals	Lecture + laborate	
18	3 hours		Classification of operating systems	Lecture + laborate	
19	3 hours		windows	Lecture + laborate	
19	3 hours		windows installation requirements	Lecture + laborate	

20	3 hours		New features in windows	Lecture + laborate	
21	3 hours		Desktop components	Lecture + laborate	
22	3 hours		start menu	Lecture + laborate	
23	3 hours		Taskbar	Lecture + laborate	
24	3 hours		Folders and files	Lecture + laborate	
25	3 hours		Icons	Lecture + laborate	
26	3 hours		Performing operations on windows	Lecture + laborate	
27	3 hours		control Board	Lecture + laborate	
28	3 hours		Some computer and Internet terms	Lecture + laborate	
29	3 hours		Keyboard shortcuts	Lecture + laborate	
30	3 hours		Second semester exam		

11. Course evaluation

Distributing the course out of 100 :- 25 Monthly and daily exam grades for the first semester. 25 Monthly and daily exam grades for the second semester. 50 Score for final exams

12. Learning and teaching resources

Required textbooks (methodology, if any)	
learning-Windows-10	https://meempoint.com/media/2022/08/%D9%83%D8%AA%D8%A7%D8%A8-%D8%A7%D9%84%D8%B4%D8%A7%D9%85%D9%84-%D9%81%D9%8A-%D8%AA%D8%B9%D9%84%D9%85-Windows-10.pdf
Internet sites, YouTube	